

University District Food Bank Pantry Coordinator

Job Title: **Pantry Coordinator**

Classification: Regular, part-time

Salary: \$34/hour

Reports To: Assistant Director

Application Deadline: August 18, 2024, for priority consideration, open until filled

University District Food Bank works every day to build a hunger free Northeast Seattle through reliable access to healthy, culturally familiar food and connections with vital resources. Our programs offer community members the healthy, culturally familiar options they need. Our grocery store styled free pantry in the University District enables customers to shop for the foods they want in a comfortable and bright setting. Satellite pantries at Magnuson Park and North Seattle College help us connect with communities who are challenged to reach our primary pantry. Home delivery enables families unable to come to our pantry themselves to still be connected to the healthy food they need. Our collaborations with 18 nearby public schools help ensure that school kids have abundant meals and snacks to support them over the weekend when school meals are not an option.

Position Summary

The Pantry Coordinator works alongside the other Front of House and Back of House staff to ensure smooth day-to-day operations. The Pantry Coordinator will help us maintain a safe and welcoming pantry space for our customers and volunteers. While the Pantry Coordinator will primarily work at our University District pantry location, their role will connect them to and occasionally require them to support our other programs including home delivery, satellite pantries at North Seattle College and Magnuson Park, our Apple-a-Day Café, and Packs for Kids our weekend backpack program for public school students.

Responsibilities and Work Tasks

To be successful in this role, an individual will be able to perform these duties to a reasonable level.

- Greet and direct customers waiting to access our pantry in a clear and friendly manner
- Promote a welcoming and safe shopping environment
- Create a supportive, inclusive, and collaborative environment for customers, focusing on their emotional well-being and providing resources for healing when needed
- Assist in supervising and delegating tasks to volunteers
- Use intake software to record pantry visits and be able to train others in its use
- Create and maintain a well-stocked pantry during open shopping hours
- Update signage to guide daily shopping experience

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- Support customer shopping and answer customer questions
- Bag groceries
- Receive and record community food donations
- Sort community food donations for distribution
- Move food safely throughout our space using warehouse equipment (pallet jacks, carts, hand trucks)
- Understand and promote safe food handling practices
- De-escalate customer and community conflict in and around our space
- Work with colleagues to identify and resolve pantry needs for food and volunteers
- Maintain a clean, well-ordered facility
- Participate in weekly staff meetings

Skills and Qualifications

The following skills and qualifications are *necessary* for this position:

- Current food handler's permit or ability to attain one within ten days of hire (at food bank expense).
- A minimum of 1-2 years working in food service, customer service, café, or grocery store settings, demonstrating a solid understanding of these industries' operations and dynamics.
- Ability to follow safe food handling practices at all times.
- Good physical condition: ability to regularly lift and carry up to 50 pounds; ability to bend, reach, and move around multiple rooms of the food bank; comfort working in a warehouse-type space; ability to load/unload a delivery van.
- Commitment to practicing anti-racist and culturally competent behaviors and willingness to support volunteers and other staff in this as well.
- A commitment to actively creating a safe, non-judgmental, and person-first environment for customers who may have experienced trauma.

The following skills and qualifications are *desired* for this position and will make a candidate more successful in the role of Pantry Coordinator:

- Ability to interact with people of various socioeconomic and cultural backgrounds.
- Ability to train, guide and manage large teams of volunteers
- Ability to relate to persons of diverse ages, backgrounds, skills, and abilities
- Ability to be organized and to work through and manage a variety of tasks concurrently
- Ability to communicate effectively across cultures and ages
- Ability to apply Trauma-Informed Care principles in a work environment, particularly within the context of social services, food distribution, or related fields
- Experience in conflict de-escalation
- Multilingual, speaking English plus Spanish, Chinese, Russian, or Arabic.

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- Experience with an anti-hunger or equivalent social service organization
- Self-starter with the ability to make quick, informed decisions
- Familiarity with the operation of food bank equipment (cardboard baler, pallet jacks, hand trucks)
- Communicate with other food bank staff clearly, frequently, and directly
- Ability to work in a dynamic, physical environment
- High school diploma or GED
- WA state driver's license and comfort driving a cargo van

Salary & Benefits

This part-time position pays \$34 per hour to start. The expected work schedule is 20-25 hours per week including some Saturday shifts (morning to early afternoon). Benefits include paid vacation, sick, and holiday leave, medical, dental, and vision benefits, and an employer contributed retirement plan.

How to Apply

To apply for this job, please provide us with your current resume and a statement describing your interest in this work. Email these materials to apply@udistrictfoodbank.org with **Pantry Coordinator** in the subject line. We will confirm receipt of your materials within 48 hours. Only shortlisted candidates will be contacted further. Our initial application **deadline is August 18, 2024**. Position will remain open until filled.

Equal Opportunity Employment

University District Food Bank is an equal opportunity employer and is committed to an environment that fosters and embraces equity. We want to develop and sustain a staff that reflects the diversity in our community. We encourage people of color, people with diverse sexual orientations, gender expressions and identities, people with disabilities, current customers, and people with lived experience to apply for this position. We support fair chance hiring and commit to evaluating candidates regardless of a prior criminal conviction.