



Employment Announcement – Food Pantry Manager

The Clemmons Food Pantry located in Clemmons, North Carolina is seeking to hire a full-time **Food Pantry Manager** to lead and manage the day-to-day operations of the food program provided by the Clemmons Food Pantry (CFP) organization. Clemmons Food Pantry is a 501c3 nonprofit organization providing supplemental groceries to residents of Forsyth County. The **Food Pantry Manager** is responsible for leading and managing the food program utilizing a team approach working with the Executive Director, staff and all constituents of the organization. The primary, but not limited to, **components of the food program** are 1) Client Services, 2) Food Store, 3) Food Rescue and Prep to Serve (perishables), 4) Compliance and Requirements with Second Harvest and other Food Vendors, 5) Food Storage, Warehouse (nonperishables), and Stocking, 6) Pick Up and Deliver Free and Purchased Food, and 7) Volunteer Recruitment and Management, and other duties as assigned by the Executive Director and/or Executive Committee led by the Board Chair. The position is accountable to and reports directly to the Executive Director and/or Executive Committee led by the Board Chair.

Job Duties and Responsibilities

Client Services – work as the administrator of client services with assistance from trained volunteers.

Food Store and Facilities – manage the operations of the food store and facilities.

Food Rescue – coordinate and schedule food pick up from stores in the community.

Compliance and Requirements – ensure compliance and requirements are met with Second Harvest Food Bank and other internal and external regulatory entities.

Food Storage, Warehouse, and Stocking – oversee the storage, warehouse, and stocking of food for distribution.

Pick-Up and Deliver Free and Purchased Food – arrange for pick up and deliver free and purchased food to CFP prompted by free food from community food drives and need to purchase food from vendors.

Staffing and Personnel Administration – ensure food program staff and volunteer positions are filled through recruitment and placement, manage personnel administration tasks and supervise food program staff, contractors, and volunteers.



Volunteer Recruitment and Management – ensure food pantry program volunteer positions are filled through recruitment and placement of volunteers and volunteer management procedures and processes.

Communications, Marketing, and Advocacy – assist the Executive Director with the communications, marketing and advocacy related to providing food to clients through traditional communication mediums and social media.

Fund and Resource Development – assist the Executive Director with securing funds and resources through fundraising, grants, community partnerships and collaboration.

Education and Experience

- Previous experience in food pantry management and food distribution preferred and/or experience in retail store management, logistics and operations management.
- Must have a high school diploma or equivalent. Associate or bachelor's degree preferred.
- Experience with Microsoft applications, compliance-oriented administration and reporting, electronic/digital communications and data input and systems management.

Physical Demands and Work Environment

- Ability to sit, type, and view a computer screen for long periods of time.
- Ability to lift, push, or pull a minimum of 20lbs and climb ladders.

References

- Provide Upon Request

Applicants

Interested applicants, submit a cover letter and resume with qualifications to: cfpexecutivedirector@gmail.com. Review of resumes will begin immediately and continue until the position is filled.