

September 10, 2026

Pantry Coordinator

The Pantry Coordinator is responsible for carrying out the established day-to-day operations of the Community Food Pantry and related Food Outreach programs at Canal Winchester Human Services. Following established procedures and schedules, this position coordinates pantry appointments, food handling, inventory, volunteers, distributions, transportation, and required documentation. The role helps ensure that established programs continue to operate smoothly, safely, and respectfully.

This is an **hourly, non-exempt role** focused on direct service coordination and the consistent operation of established programs. The Operations Manager retains responsibility for program strategy, policies, budgets, staffing decisions, and significant operational changes.

Pay Range: \$14.00–\$16.00 per hour, based on experience and qualifications.

Essential Functions

The essential functions listed below represent the primary duties of the role. Reasonable accommodation may be provided to enable qualified individuals to perform these functions.

Daily Pantry and Program Operations

- Answer incoming telephone calls related to pantry and Food Outreach services.
- Schedule food pantry appointments and assist with client intake and distribution.
- Carry out established procedures and schedules for the Community Food Pantry, Market Day, Feeding Our Future, Pop-Up Market, Blessing Boxes, and Snack Shack.
- Coordinate food drives, pantry-related events, and special distributions according to established procedures.
- Greet clients and provide a welcoming, dignified experience aligned with CWHS values.
- Complete pantry and program opening and closing procedures consistently.

Inventory and Food Management

- Monitor food and supply levels and submit or place routine orders according to established procedures and approval requirements.
- Pick up, receive, count, sort, weigh, inspect, temperature-check, store, rotate, and distribute donated and purchased food.
- Coordinate food pickups and deliveries with local partners, food banks, donors, and vendors.
- Drive the agency's cargo van to pick up food, donations, orders, and program supplies.
- Identify and appropriately handle or dispose of spoiled, moldy, leaking, pest-affected, or otherwise unusable food and materials according to established procedures.

Volunteer Coordination

- Provide day-of coordination, instructions, and task assignments for recurring volunteers and most volunteer groups.
- Ensure volunteers follow established food-safety, sanitation, and workplace-safety procedures.
- Communicate volunteer concerns, supply needs, unusual situations, and operational issues to the Operations Manager.

Documentation and Compliance

- Complete required daily, weekly, monthly, quarterly, and annual client-service, program, inventory, and funding records and reports using established forms and systems.
- Follow food-safety, cleanliness, sanitation, and confidentiality requirements.
- Maintain clean and orderly pantry, storage, loading, distribution, and waste-disposal areas.

General Support

- Perform other related duties as assigned in support of pantry and Food Outreach operations.

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Qualifications

- High School Diploma or GED required.
- Valid, state-issued driver's license and ability to safely operate a cargo van required.
- Experience in a food pantry, human services, customer service, or volunteer-supported environment preferred.
- Basic computer skills, including familiarity with Microsoft Office programs, email, data entry, and electronic recordkeeping.
- Ability to follow established procedures, schedules, food-safety requirements, and reporting deadlines.
- Strong organizational skills, attention to detail, and ability to keep multiple recurring programs on schedule.
- Ability to communicate respectfully with individuals experiencing food insecurity.
- Dependable attendance and ability to work scheduled hours.

Physical and Work Requirements

- Ability to stand and walk on concrete floors for extended periods.
- Ability to bend, stoop, reach overhead, lift and carry items weighing up to 50 pounds, and safely use small step stools or ladders.
- Ability to work in pantry, storage, loading, outdoor, and waste-disposal areas and to handle spoiled, moldy, leaking, pest-affected, or otherwise unusable food and materials.
- Work is primarily on-site during scheduled hours.
- Occasional evening and weekend hours may be required based on established program schedules and special events.