



Job Title: Pantry and Food Assistance Manager
Reporting to: Managing Director
FLSA Status: Non-Exempt

Position Overview

The Pantry and Food Assistance Manager is responsible for supporting all efforts to decrease food insecurity and encourage healthy eating for UCOM Clients, primarily in UCOM's pantry settings, and in support of all food distribution programs. The position works in close partnership with staff and leads a dedicated group of volunteers to assure clients' experience food assistance in a dignified, efficient, and supportive environment.

Essential duties and responsibilities

- Create, organize, schedule, and supervise food pantry services that assure quality, safety, health, variety, and choice in a dignified environment. Oversee compliance with FNEF partner requirements.
- Implement process to forecast needs and assure UCOM pantries have appropriate inventory based on established food categories and scheduled appointments.
- In partnership with Volunteer and Training Coordinator, recruit, train and retain pantry volunteers.
- Assist in the development and management of Food budget and resource management.
- Manage data collection and reporting procedures to inform senior leadership of program results and to adhere to all funders and partners' reporting requirements.
- Develop relationships with local stakeholders.
- Provides feedback on observations of food pantry needs to Managing Director.
- Lead by example with volunteers to accept pantry deliveries and move products for stocking.
- Assist with community-based food assistance programs and Nutritionally Secure Senior Services.
- Coordinate and supervise the Receiving and Delivery Team to ensure timely and accurate receipt, storage, and distribution of food that enters or leaves the pantry.

Qualifications

- Knowledge of local nonprofits and other services for low-income citizens desirable.
- Ability to manage crises and empathize with clients.
- Commitment to the mission of the organization.
- Strong cultural competence; ability to build positive relationships with a wide variety of stakeholders including donors and volunteers for faith-based and grassroots organizations.
- Must have valid Driver's License and clean driving record.
- Must be able to work on occasional nights & weekends.
- Must be able to work in a fast paced, high-volume environment.
- Will be required to work in very low and very high temperature environments including walk-in freezers and outdoors in summer weather.
- Must be able to lift up to 35 pounds – the size of a banana box – and be on their feet for up to 3 hours.
- This position requires regular, in-person attendance at UCOM Pantries.

Education and Experience

Volunteer management experience- even if as a volunteer you have led a team or teams.

Knowledge of Microsoft Office Suite applications.

Knowledge in CRM systems, specifically Salesforce, or willingness to learn.

Time Requirement: 25-30 hours – Monday through Friday, 8:30am-2pm

Salary Range: \$30,000-\$35,000

Email Kiera@ucomjax.org your interest and resume