



## **Job Opportunity – Neighborhood House Food Pantry Coordinator**

**Job Classification** – Part-time, Non-Exempt

**Salary** – \$16.00 - \$18.00 hourly starting rate (some flexibility based on education and experience)

**Reports to** – Director of Finance

### **Job Summary:**

Neighborhood House (NH) Food Pantry provides emergency food for families and individuals in the 53208 and 53233 area. We offer a FULL-CHOICE pantry dedicated to serving our community with three days of food for each household member. We are proud to partner with Hunger Task Force & Feeding America to fight hunger in our community.

The NH Food Pantry Coordinator's primary responsibility will consist of overseeing the complete day-to-day operations of the Food Pantry. In that role, the Pantry Coordinator's oversight also includes supervising and coordinating food pantry volunteers, reordering and restocking of food pantry items, serving our clients, both directly and through our volunteers, data management, submitting reports on a timely basis and assuring that the pantry run smoothly.

### **Essential Duties/Responsibilities:**

#### **Food Pantry**

- Co-Coordinate and oversee the day-to-day operations of the Neighborhood House Food Pantry that includes running the day to day operations, helping recruit volunteers, then training and supervising volunteers, and being compliant with Hunger Task Force and other partner requirements. The initial hours of operation are Wednesdays from Noon-2 pm and Thursdays from 4 – 6pm. Being open to increasing the number of Pantry days in the future.
- Accept and stock regular food deliveries.
- Insure the clean, safe and efficient operation of the Food Pantry inside the Family Lounge, kitchen, and pantry space used.
- Oversees Food Pantry Volunteers; including assigning schedules and tasks, recruitment, orientation, training to ensure meaningful volunteer experience while they serve at Neighborhood House.
- Represent Neighborhood House at volunteer/job fairs and speaking on behalf of the pantry at churches and other community/agencies' events.
- Pack food pantry orders and stocks shelves as needed, assisted by volunteers.
- Update and modify food pantry packing guidelines as needed, depending on donations, adjust allocations,
- Monitor to assure that our procedures match the forms and reports required by governmental and funding agencies. Make sure that Neighborhood House is TEFAP/HTF compliant (paperwork, cleanliness, food pantry health protocols, etc...).

- Coordinate with partner agencies to develop and manage cooking stations that showcase Food Pantry ingredients and healthy meals to participants.
- Ability to articulate efficiently and effectively to highlight the Food Pantry to media outlets if requested.
- Properly clean and sanitize all areas used before and after each Pantry session.
- Assist with all other pantry day-to-day operations, as needed.

### **Database Management**

- With support from Hunger Task Force partners, oversee accurate implementing the database system for intake and volunteer management.
- Ensure that our client and volunteer records and databases are incorporated into our UNCOM database system.
- Oversee intake procedures to assure that client's information is recorded accurately and on a timely basis into our client database (e.g. for each community member: monthly reports are due to HTF. Yearly data is collected, entered and analyzed. United Way surveys taken and entered in computer.
- Produce month end reports for Neighborhood House management, board and partner needs. These reports are to include but not limited to: client intake and volunteer numbers and hours served.
- Update volunteer excel file, at least monthly.

### **Food Service Support**

- Cross train in the Early Childhood kitchen to provide back-up support to kitchen staff.
- Set up and deliver meals and snacks for each class according to regulations for self-serving for family style meals and snacks.
- Assist in the preparation and presentation of meals in an attractive manner.
- Properly clean and sanitize food areas before and after food preparation (including meal dishes, refrigerator, doors, and all kitchen areas) and make sure garbage receptacles are properly covered.
- Dispose of any unsafe food or utensils. Store open food as directed by the FDA and the State Licensing regulations DCF 251.
- Maintain records for the Food Service Department.
- Report any broken or malfunctioning equipment.

### **Supervisory Responsibilities:**

- Supervises Food Pantry volunteers and potential pantry employees selected from the Neighborhood House teen department youth.
- Evaluate volunteers and potential teen staff as appropriate.

### **Education & Experience:**

- Associate degree in Social Work, Human Services, Public Health or related field preferred.
- Three years of experience planning and coordinating programming preferred.
- Experience in writing grant proposals, and preparing and managing budgets.
- Experience working in an urban community required.
- Have or be willing to obtain Food Handler Certificate.

### **Required Skills and Abilities:**

- Excellent written and verbal communication skills
- Must be flexible, a good problem solver and a proven team player
- Ability to model a high degree of confidence and emotional regulation

- Must have a valid Wisconsin driver's license and good driving record
- Committed to helping clients meet their nutritional needs
- Ability to relate comfortably with people who work at and use our services
- Be comfortable using Microsoft Office applications (e.g. Word, Excel) and communicating via email
- Prior experience working with a food pantry or equivalent environment preferred
- Willingness to learn, adapt and grow

**Physical Demands:**

- Able to lift 50 pounds on a regular basis, as a back-up for HTF/other partner food distribution staff
- Ability to move boxes or packages of food for periods of 1 to 4 hours at a time; as a back-up for our food distribution staff
- Ability to load/unload a vans of food. (considerable up/down & bending required)
- Ability to push a dolly fully loaded with food
- Experience with a pallet jack preferred
- Able to climb stairs and to ambulate without the aid of an assistive device

**Compensation and Benefits Overview:**

- Part Time (min 20 Hours Per Week to 30Hours per Week) position
- Starting compensation range \$16.00 to \$18.00 per hour
- Ten paid (prorated) holidays are offered to NH staff: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day
- Paid Time Off (prorated) for this half time position is accrued at 2 hours each pay period, which would equal 28 hours each year
- Position offers a 401K retirement savings plan, with NH matching savings at 100% up to 4% of employee income
- Benefits include discounted, employee-paid life, disability, accident and critical illness insurance
- Position includes a standard 3-month probationary period

**To Apply:**

Email a cover letter and resume to [hroffice@nh-milw.org](mailto:hroffice@nh-milw.org) .



## **About Neighborhood House of Milwaukee**

The Neighborhood House of Milwaukee inspires discovery in children and families of all backgrounds, encouraging lifelong learning and confident leadership. Founded in 1945 as community center for urban youth, families and seniors, we expanded our service footprint and programming to include high quality early childcare, after school programs for youth and teens, adult education for refugees, parenting support and environmental, music and arts education, recreational and sports activities for families and school districts throughout the Milwaukee metropolitan area. Most recently, we opened a Food Pantry following the unexpected closure of the only nearby one. It served more than 2,900 people in its first year. Finally, our 90-acre Nature Center in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that is part of our overall efforts.

We believe the power of unleashing the full potential and full expression of one person has benefits that carry over into other aspects of life, including a better sense of belonging to self and community. Whether we are a safe refuge or a pathway for more opportunity, all those served have the same access to our diverse community of exceptional childcare and educational enrichment designed for long-term success. More info is available at [www.nh-milw.org](http://www.nh-milw.org).