



<b>JOB TITLE:</b>	<b>Food Pantry Lead (Bilingual)</b>
<b>SALARY RANGE:</b>	<b>Starting Salary \$18.52 per hour (Non-Exempt)</b>
<b>SCHEDULE:</b>	<b>Full-Time</b>
<b>REPORTS TO:</b>	<b>Associate Director</b>

## POSITION INFORMATION

The Food Pantry Lead is responsible for the logistics and the overall successful operations of Delhi Center's food pantry, La Tiendita. This position includes scheduling and carrying out Food Pantry distribution and deliveries, receiving and tracking food donations, maintaining a food inventory system, and supervising volunteers.

## PRIMARY RESPONSIBILITIES

### Regular Duties:

- Maintain and manage adequate food inventory to provide food for an average of ~4,000 households/month
- Maintain organization and cleanliness of the food pantry
- Tracks food pantry data, including usage and inventory, and creates reports as required for each grant
- Responsible for maintaining inventory logs and communicating inventory needs to Delhi staff
- Oversees and trains volunteers on food pantry operational processes, including unloading deliveries, stocking shelves, maintaining inventory, preparing for the daily/weekly requests
- Informs Associate Director of Volunteer needs
- Ensures supplies, including marketing materials and set-up materials, are prepared and set-up available for volunteers to set up
- May pickup, receive, and record food donations
- Coordinates the process for in-person and food delivery distribution, weekly
- Stock pantry and ensure all food is sorted and stored in a safe and sanitary manner
- Coordinate with local grocery stores for food pick-ups/donations
- Organize and oversee food distribution process with help of other Center staff and volunteers
- Coordinate with delivery partners and organize packing for home deliveries
- Implement food pantry safety policies and procedures
- Uses technology for intake, registration and reporting
- Other duties as assigned

## QUALIFICATIONS & REQUIREMENTS

- High School Diploma or equivalent
- This position requires walking, standing, sitting and lifting boxes up to 40 lbs., and the ability to work a flexible schedule including evenings and weekends
- Food Safety Certification (ServSafe; training can be completed upon hire)
- Customer Service experience
- Valid Driver's License, car insurance, and clean driving record required
- Ability to stand, walk, lift heavy items, and work with other team members in a fast-paced environment to provide excellent service.
- High energy level with solid customer service skills and a helpful, courteous approach to resolving customer complaints
- Ability to communicate verbally and in writing with proficiency
- Fluent in English and Spanish and Teamwork Orientated
- Proficient in Microsoft Word, Excel, and PowerPoint

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change with or without notice.

#### **AAP/EEO Statement**

Delhi Center is an Equal Opportunity Employer. Delhi Center does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

This position is open until filled with an expected start date as soon as possible. Please submit a cover letter and resume to Patrisia Gonzalez at [patrisia@delhicerter.org](mailto:patrisia@delhicerter.org). For more information, please call 714-481-9625.