JOB POSTING
TRINITY ALLIANCE OF THE CAPITAL REGION

FULL TIME POSITION: Food Pantry Coordinator
Salary - $26,000

ACCOUNTABILITY OBJECTIVE:

The Food Pantry Coordinator will assure that all eligible persons coming to the Food Pantry be supplied with nutritious meals as described by the USDA recommended food groups. This position will be responsible to assure sanitary conditions of pantry and food storage areas. The Food Pantry Coordinator will develop a non-judgmental and positive rapport with customers, and will serve as an access point for customers to be connected to other programs and services throughout the agency.

KEY FUNCTIONS/RESPONSIBILITIES:

- Keep food on the shelves adequately stocked.
- Help coordinate the ordering of food items at the direction of the supervisor.
- Coordinate and/or provide the transportation of food items to the pantry (including loading and unloading vehicle).
- Be open to address any food-related issues and feedback from clients or other agencies.
- Assess food pantry consumers for other social needs and make connections to appropriate internal and external programs as needed.
- Provide excellent customer service and serve the customers of the food pantry according to program guidelines.
- Work collaboratively with other staff members to provide excellent customer service and wrap-around service delivery.
- Supervise all volunteers; support with recruitment of volunteers.
- Gather information and data for reporting and self-evaluative purposes and prepare reports.
- Attend meetings and other food-related workshops or conferences.
- Keep all areas clean and sanitary.
- Maintain timely and accurate documentation in relevant electronic and paper-based forms.
- Perform any additional duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- High school diploma or GED
- One plus years supervisory experience
- Basic familiarity with Microsoft Word and Excel
- Must be able to lift over 50 pounds
- Ability to effectively work with people; Ability to be patient in times of stressful situations
- Valid driver’s license, insurance, and good driving record.

Resumes and Letter of Interest to: Human Resources Office ~ 15 Trinity Place, Albany, NY 12202
Or E-Mail to: HR@ta-cr.org ~ Visit our Website at: www.TrinityAllianceAlbany.org

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