Trinity's Services And Food for the Homeless is currently seeking Mandarin speaking applicants for our Pantry Manager.

To apply, please email info@safhny.org, please include a short email telling us a little bit about yourself and a resume. No phone calls please. Questions can be directed to email.

**Pantry Manager**

We are currently seeing a full-time employee to help lead our food pantry. The Pantry Director, while overseeing pantry operations, plays an integral role in all aspects of our work.

This role oversees our daily food pantry, but also works closely with the Executive Director and the Kitchen Director so that the soup kitchen and other aspects of the program run smoothly.

This is a role that requires someone who is sociable and generally kind, as they will interact with many different people, as they check in our guests to the pantry. It also requires someone who is able to think on their feet and make adjustments to systems we have in place.

We have a very large Mandarin speaking population. **Those who can speak both English and Mandarin are strongly encouraged to apply.**

The ideal candidate is someone who understands the guests they are working with, and has a level of “street smarts” in dealing with people from all walks of life. PLEASE NOTE, this is a physical role. While it's a leadership position, it's a boots on the ground one. Our work requires us to be on our feet to help people.

The role includes the following tasks, but is not limited to:

**Food Pantry:**
- Administrative intake of pantry guests, including assessing the guest’s household size via our verification requirements.
- Providing appointments to guests for the following month
- Educating guests when able on how to create appointments for themselves.
- Assists the Executive Director with all relevant office filing for the Pantry.
- Working with volunteers, restocks Pantry room and helps with organization of food, stocking shelves when necessary
- Leading volunteers and physically packing bags for distribution each day.

**Soup Kitchen:**
- Assisting with Meal Service as needed. This may include the plating of food and/or distribution of meals.
- Assisting with meal prep as needed, this may include light cleaning (wiping down tables/surfaces, etc.) or cutting vegetables, packing utensil bags, etc.

**Maintenance:**
- Clean and maintain the pantry area, sweeping and mopping as needed. This can be overseen and given to volunteers, but is the responsibility of the pantry director.
- Aiding in pest control best practices
- Maintain Refrigerator and Freezer temperature logs for all pantry fridges and freezers.

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We have a small team of employees (5 total, including this role) that work alongside a wonderful rotating group of volunteers. We all work together to fill our common goal of providing food to those who are without it or in need of it. While we all have our own roles, we do step up and help in all aspects of the job, when someone is out, or something is falling short.

We are looking for someone with basic computer skills (knowledge of email, and basic excel or google sheets is a MUST. No exceptions) and who is able to do some light physical work (sweeping, mopping, packing grocery bags, moving inventory to pack grocery bags).

Hours are Monday-Friday 7:30am-2:30pm.

Pay: $36,400.00 - $41,000.00 annually.

Benefits:
Retirement matching
Health Insurance
Dental Insurance
Parental leave (per New York State guidelines for Paid Family Leave)
Closed all federal holidays