Pantry Market Coordinator

**General Description:** The Pantry Market Coordinator oversees Gather’s Pantry Market and coordinates with the Operations Director and Warehouse Team for the overall efficiency of the Pantry Market. The coordinator works with staff and volunteers to ensure efficient and effective delivery of mission-related services.

**Reports to:** Warehouse and Safety Manager

**Classification:** This is a non-exempt, hourly position with the expectation of working 40 hours a week.

**General Responsibilities:**

- Manage disbursement of the food through our Pantry Market and to other programs
- Manage the inventory of food to ensure appropriate quantity and quality of food while incurring the least amount of waste.
- Provide a welcoming and friendly environment for members visiting the pantry as well as at Community Markets.
- Coordinate with the Programs Manager(s) to evaluate warehouse food options that might be available for the mobile programs.
- Work with Member services and resource coordinator to oversee distribution and function of the Friday Community Market.
- Complete reports daily including Fresh Rescue logs, compost logs, purchase logs, etc. These logs should be completed within 24 hours and provided to Data Entry and reviewed monthly for accuracy
- Work with Warehouse Manager to complete all OSHA log requirements and regulations
- Work with Warehouse Manager to prepare reports on food resources as may be required by the NH Food Bank or other agencies
- Work closely with the volunteer coordinator to ensure adequate staffing of volunteers for the Pantry Market and warehouse.
- Greet and manage volunteers for pantry market, warehouse, and other special projects including those where larger groups may be in attendance.
- Initiate and manage food inventory audits as requested.
- Serve as a leader of the organization and promote its mission, programs, and values.
- Ensure an engaging climate which attracts, motivates, and supports a talented, diverse volunteer staff/team to effectively execute Gather’s programs.

**Key Characteristics/Core Competencies:**

- Dedication and commitment to Gather’s mission and values
- Must have exceptional leadership, communication, and organizational skills
- Must be able to work with a variety of individuals including staff, volunteers, and community outreach programs
- Ability to lift up to 50 pounds
- Must have a valid driver’s license, car insurance, and be able to pass and maintain various background checks
- Occasional Weekend availability