

Director of Pantry Services

The Director of Pantry Services (director) of the Sacred Heart Food Pantry (Pantry) is a non-paid volunteer position. He/she possesses organizational skills to oversee the operation of the Pantry, with the ability to communicate, delegate, and inspire others to work together to achieve and adhere to the mission of the Society of St. Vincent de Paul. General responsibilities include reviewing and evaluating the Pantry activities, ensuring that continuing contractual obligations are met, allocating human and physical resources to maximize program effectiveness and efficiency, recommends organizational and administrative policies and program objectives for the Pantry, and communicating with the Board of Directors of the Society. The director and the Society's Board of Directors are responsible for developing the yearly goals and objectives of the Pantry.

Duties and Responsibilities of the Director:

Specific Responsibilities

- Provides and sets an example for the overall leadership in the development and implementation of the Pantry's short and long-range plan to achieve its mission in a consistent and timely process.
- Maintains a working knowledge of significant developments, implementation, and accomplishments of the Pantry in the Society's mission to help those in need.
- Provides leadership in the development of programs, and organizational and financial plans with the Society's Board of Directors and its volunteers.
- Oversees the ordering new inventory from the GBFB for the Pantry.
- Organizes food drives to obtain food donations for the Pantry.
- Promotes active and broad participation by volunteers in all areas of the Pantry.
- Recommends modifications and follows established Policy and Procedures for the Pantry operations.
- Maintains official records and documents; ensure compliance with federal, state, and local regulations, as well as prompt reporting procedures.

Communications

- Acts as a liaison and communicates regularly with other organizations, such as, the Greater Boston Food Bank (GBFB) and other Food Pantries and agencies in the area.
- Ensures that the Society's Board of Directors is kept fully informed on the condition of the Pantry and all important factors that impact it.

- Possesses the skill to communicate effectively with the Society's Board of Directors to advocate and communicate on behalf of the Pantry in order to achieve its objectives.
- Effectively communicates the programs and services of the Pantry to other organizations, and the general public.
- Establishes sound working relationships with community groups and other organizations.

Budget and Finance

- Works with the Society's Board of Directors to prepare a budget and to ensure that the Pantry operates within budget guidelines.
- In collaboration with the Society's Board of Directors, establishes official correspondence on behalf of the Pantry.

Relations with Volunteers

- Oversees the day-to-day functions of the Pantry Operations Manager and any other personnel associated with the operation of the Pantry.
- Encourages volunteer development and education, such as, food safety workshops.
- Maintains a climate which attracts, maintains, and motivates a diverse group of effective volunteers.
- Coordinates the operation of transportation with the transportation manager

Supervisory Responsibilities: Provides oversight of pantry operations, assigned volunteers, and personnel associated with the operations of the Pantry. Acts as a mentor to the Pantry Operations Manager in order to maintain a smooth flow of clients when the Pantry is open. Motivates volunteers; and refers any and all complaints and issues related to the Pantry to the board of directors.

Qualifications and Education/Experience: To perform this job successfully, the individual must be able to perform the essential duties satisfactorily. Must adhere to the Society's mission, to help those in need; must exhibit strong judgment in the development, implementation, and evaluation of plans, procedures, and policies; must have computer skills; must demonstrate people skills; should have some type of nutritional experience, but not a requirement; must be able to communicate effectively in both written and oral forms; must be a member of the Society and attend meetings on a regular basis, and maintain the Christian integrity of the Society's mission.