

# Pantry Operations Manager

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## Job Description

The pantry operations manager (manager) of the Sacred Heart Food Pantry (pantry) is responsible for the day-to-day operations of the Sacred Heart Food Pantry. The manager possess sufficient ability and skills to organize, communicate, and inspire others to work together in order to ensure the smooth operation of the pantry. The manager reports to the president of the conference while receiving day-to-day supervision by the director of pantry services (director).

## Specific Responsibilities

1. Ensures that the pantry area is open and accessible whenever trucks arrive or depart with food items
2. Manages the offloading of food items from those trucks
3. Manages the storage of food received from various sources into the on-site freezer, cooler and stockrooms as well as the off-site freezer on Wood Street
4. Manages the staging of food into the pantry for those who stock the pantry shelves.
5. Manages the appropriate rotation of food items and an inventory of food items that should be replenished
6. Coordinates the ordering of needed food items with the director.
7. Manages phone contact with various suppliers of food relative to accepting or refusing food that is offered, and the scheduling of pickups or deliveries of that food
8. Assists the director in coordinating the distribution of any excess inventory of food to other agencies in need of food
9. Coordinates the scheduling of volunteers who participate in the above functions
10. Follows general pantry practices and protocols relating to the appropriate storage of food items, product quality and usage guidelines
11. Assists in the coordination of activities in the absence of the director
12. Performs other related duties as assigned by the director

## Requirements and Qualifications

- Demonstrated problem solving skills
- Strong interpersonal and communication skills
- Able to manage difficult or complex situations and/or people with tact and composure
- Able to participate in strenuous physical activity
- Accepts exposure to difficult weather conditions