



Location: Oxford Area Neighborhood Services Center 35 N 3rd St. Oxford, PA 19363
Job Title: Food Pantry Manager - Full Time, Hourly
Application Deadline: April 30, 2021
Salary: Rate dependent on experience - \$13.00 - \$16.00 per hour
Contact: Submit resume and cover letter to rlebus@oxfordnsc.org

Our Mission: *Oxford Area Neighborhood Services Center (NSC) empowers people experiencing a crisis or sudden hardship by providing direct assistance and/or connecting them to available resources.*

Since November 1, 1971, NSC has provided a centralized location where residents of the southwestern corner of Chester County can access health and social services and find help to meet their basic needs. NSC's mission is to empower all people to achieve health, wholeness, and stability in their lives. NSC meets these goals by providing two primary programs: a food pantry to meet basic needs for food and nutrition, and a direct needs program to provide financial assistance for people having difficulty meeting their basic needs for things such as housing and utilities.

Position/Job Title: Food Pantry Manager

Summary:

The Food Pantry Manager will work under the supervision of the Executive Director and the Program Director. This person will be responsible for the day-to-day operations of the NSC Food Cupboard. This will include tasks related to managing volunteers, completing mandatory reporting regarding the Food Cupboard, maintaining inventory, food ordering, and working with the community to receive donations and organize food drives. This is a full time position, and will require weekday evening and/or weekend hours.

Essential Functions:

- Serves as the contact for all food providers who contract with NSC for the provision and distribution of food items to the community
- Maintains an adequate food supply and is responsible for the flow of service of food delivery, appearance, and cleanliness of the Food Pantry

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- Orders and arranges for delivery or pick up of all food items from contracted agencies, and other food resources
- Maintains accurate and complete records as to the receipt, disposal, and inventory of purchased foods as required by contracted agencies
- Maintains electronic and paper records of items given to clients for each client visit
- Maintains proper paperwork and requirements for any County, State, or Federal contracts which includes monthly and quarterly reports
- Provides occasional food reports that may be requested by the Executive Director or Program Director
- Responsible for the proper storage, stacking, and labeling of dry and cool food pantry items including non-food food pantry items
- Attends quarterly CCFB Food Provider Meetings and additional trainings
- Recruits, supervises and trains food pantry volunteers, and ensures everyone serves those in need with kindness and compassion
- Is responsible for the coordinating and collaborating of food distributions with other local food providers as needed
- Responsible for creating and maintaining positive relationships with other food providers and donors
- Inspects and arranges for maintenance of all equipment necessary for the operation of the food pantry
- Works collaboratively with community partners to coordinate food drives
- Is responsible for any other food pantry related duties as assigned by the Executive Director or Program Director

Qualifications:

- High School diploma or equivalent; Bachelor's degree preferred
- 2-3 years relevant job or volunteer experience preferred
- Must be bilingual in English and Spanish
- Must have a valid drivers license, and an insured personal vehicle
- Training in Bridges out of Poverty (provided by NSC)

Physical Requirements:

1. Communicating with others to exchange information, instructions, and ideas by means of spoken words, typed or handwritten notes, forms and other work materials, use of a computer, laptop or other electronic device.
2. Lifting: Ability to lift objects that includes moving the objects in excess of 40 pounds.
3. Moving self in different positions to accomplish tasks in various environments including tight and confined spaces. Moving about to accomplish tasks or moving from one worksite to another.
4. Other movements required from time to time may include, but are limited to: Stopping, kneeling, stepping, crouching, crawling, reaching, pushing, pulling, grasping, and repetitive motion of hand, fingers and wrists.

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