

# Pantry Program Coordinator

## Job Description

Revised: January 10, 2022



### **Purpose**

The Shelbourne Community Kitchen creates opportunities with people living on a low income to cook, grow, share, and connect for improved health and wellbeing. We offer a unique neighbourhood food centre model, where people gather to:

- Prepare and share healthy meals together;
- Access nutritious food;
- Work together to grow food and build gardening skills;
- Connect with other community resources and become resources for one another.

**The Pantry Program Coordinator is responsible for the overall operation of the Shelbourne Community Kitchen's food distribution program i.e. The Pantry Program, which has two trunks: the Grocery Program and the Voucher Program.**

### **Specific Responsibilities:**

- Coordinate food donations and food purchases for the Grocery Program to ensure that the program offers a consistent variety of healthy, accessible and culturally appropriate foods for all program registrants.
- Order and coordinate the delivery, storage, and distribution of approximately three thousand pounds of food every month.
- Plan and update monthly Pantry Program Order Sheets with thoughtful consideration of the diverse and complex needs of the Kitchen's participants. Whenever possible, collaborate with the Program Director to coordinate Pantry Program offerings with Food Skills and Gardening program sectors.
- Develop and maintain an inventory database that tracks the supply-chain of food, toiletries, and cleaning products distributed through the Pantry Program.
- Ensure monthly program is within budget and coordinate voucher orders to ensure that the Voucher Program is consistently stocked.
- Lead the daily Pantry Program volunteer team and coordinate daily tasks.
- Serve as on-site manager when the Program Director is off-site.
- Co-supervise practicum students and support their learning through project-based initiatives as they relate to the Pantry Program.
- Recruit and train new volunteers to meet the constantly evolving needs of the Pantry Program.
- Help to field new membership inquiries and facilitate new member registrations.
- Help to maintain accurate program access records, and member information in Sumac.
- Work with the Program Director to review and evaluate existing Pantry Program policies and procedures to ensure BCCDC, Foodbank Guidelines, FoodSafe, and WorksafeBC standards are upheld.
- Identify, propose, and implement improvements to Pantry Program practices that reduce barriers to access, and increase equity.
- Draft Pantry Program communications to support the Communications Committee as needed.

- Work with Program Director to nurture existing partnerships with food suppliers, donors, and community partners, as well as broker new relationships to maximize program budgets and diversify supply streams.
- Report on Pantry Program activities, and present budget or policy change proposals to the Program Director for review and approval as required.

### **Qualifications and Experience**

- Experience working with diverse and vulnerable communities. Demonstrates a strong level of cultural sensitivity, inclusivity, patience, and respect for all individuals.
- Experience with anti-oppressive practices and non-violent communication.
- Proof of double COVID-19 vaccination.
- Proficient in Microsoft Office Suite (Word and Excel) and Google Suite (Google Calendar and Google Drive).
- Clean criminal history check.
- FoodSafe Level 1.
- Occupational First Aid Level 1
- Comfortable lifting 40lbs.
- Patient, flexible, organized and collaborative.
- Comfortable leading teams of volunteers (6-10 per day).
- Able to multitask, creative problem solve and maintain priorities throughout busy work shifts.
- Valid driver's license.

### **Hours and Compensation**

- The position is full-time, 40 hours per week, at a rate of \$21/hour.
- Extended health, dental, pension, LTD and Life after 3 months.
- Two weeks paid vacation.

### **Start Date**

The position is available immediately. There is a three month probationary period.

### **Application Date**

Please send your resume and references to Vice Chair of the Board of Directors, Ann Baty:  
iannbaty@gmail.com