



AmeriCorps Member Job Description

Job Title: Assistant Pantry Manager

Program: Hunger Relief (Oak Park River Forest Food Pantry)

Reports To: Pantry Manager

Works closely with: Volunteer Coordinator, Program Coordinator, Nutrition Programs Assistant

Host Site: Oak Park River Forest Food Pantry

Job Summary:

Food insecurity and poor nutrition go hand in hand. For those struggling with hunger, food choices are often prioritized based on an item's cost, not its nutritional value. Thus, those who suffer from food insecurity are less likely to eat fruits and vegetables, less likely to get the calcium and protein they need, and more likely to have diets high in sugar and fat. In providing emergency hunger relief, Oak Park River Forest Food Pantry aims to deliver the very items our clients need most: nutrient-dense and protein-rich foods. The Assistant Pantry Manager (APM) is critical to the success of that goal by enlisting and managing community involvement in the procurement of these foods—from individual gardeners to retail vendors to civic and religious groups. The APM assists with program assessment by evaluating the amount and nutritional content of food procured. In order to enhance consistent client access to nutritious food, the Assistant Pantry Manager supervises the volunteers who conduct food rescues, drives, and distributions. By combining outreach and volunteer management, the Assistant Pantry Manager helps volunteers be a part of the outreach process, thus further integrating volunteers into the service model.

Essential Duties and Responsibilities

Product/Resource Coordination:

- Identify new food rescue opportunities focused on nutrient-dense or protein-rich foods (working with local vendors to obtain usable products that would normally be discarded)
- Negotiate all arrangements with vendors for conducting the rescues
- Troubleshoot problems with food rescues and work to create mutually acceptable and beneficial solutions
- Plan Outreach and Recruitment strategies for community gardeners to grow food for the Pantry
- Research uses for new or unusual products in partnership with dietician
- Coordinate logistics for all food drives, compost and cardboard recycling, and storage needs for perishable rescued foods.

Volunteer Management:

- Determine volunteer needs to conduct food rescues and recycling, work with Pantry Manager to conduct outreach and recruitment as needed
- Train volunteers to collect, sort, package, and display food for distribution to clients
- Recruit and train volunteers to assist with outreach efforts to gardeners and groups

- Supervise food drive, food rescue, and waste management (compost/cardboard) volunteers
- Assist with Summer Meals as needed.

General:

- Assist with physical set up for each food distribution
- Manage food procurement documentation and acknowledgments
- Prepare monthly reports on nutritional value of food procured
- Attend training and community meetings as approved by supervisor
- Prepare client nutritional flyers and signage as needed
- Maintain flexibility with time, tasks, and priorities
- Pursue a program of professional self-development including selected readings, seminars, and workshops
- Assume additional responsibilities as necessary or as assigned by Pantry Manager to accomplish the purpose and goals of the Pantry including orientation and cross-training in the Pantry distribution area

Qualifications:

- High School Diploma minimum. College Degree and related experience in nutrition preferred
- Food sanitation licensure preferred (or willingness and ability to achieve it once hired—fees paid by the Pantry)
- Excellent interpersonal and problem-solving skills
- Strong oral and written communication skills
- Strong organizational and time-management skills
- Must be a team-player and detail-oriented
- Ability to work under pressure and with a wide variety of people
- Bi-lingual skills (English/Spanish) are a plus

Environment:

Multi-level work area: administrative offices/work space not fully accessible to the mobility impaired. Must be physically capable of walking up and down stairs and be able to lift 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Workplace is a smoke- and drug-free environment. Equal opportunity employer.

Member Status and Hours:

Full-time AmeriCorps Member; 1700 hours to be completed within contracted timeframe. Routine schedule is Monday through Friday but must be willing to work occasional evening or weekend hours.

Program Benefits:

- Living Allowance
- Education Award, upon successful completion of service. (Award amount is determined by AmeriCorps)
- Single coverage health insurance

Member Signature

Date

Supervisor Signature

Date