



# LifeNet4Families

**POSITION TITLE:** FOOD PANTRY/WAREHOUSE MANAGER  
**DEPARTMENT:** OPERATIONS  
**REPORTS TO:** VICE PRESIDENT OF PROGRAMS & OPERATIONS  
**CLASSIFICATION:** EXEMPT, FULL-TIME

Reporting to the Vice President of Programs & Operations, the Pantry/Warehouse Manager is responsible for managing pantry and warehouse operations. Warehouse management includes intake, distribution, inventory control, purchasing, organization and maintenance of physical layout of the space to ensure efficiency, cleanliness, safety and security. Food pantry management includes food inventory, ordering/procurement, intake and distribution, and management of the daily operations of the food pantry.

## **RESPONSIBILITIES:**

- Responsible for managing all pantry and warehouse functions including shipping & receiving, inventory control, storage, rotation, sanitation, home delivery program, and equipment management.
- Develop, implement and maintain stock/inventory control systems that consider current and future capacity requirements.
- Adhere to safety standards to ensure the health, safety, cleanliness and security of the work environment.
- Oversee the planned maintenance of vehicles, machinery and equipment.
- Develop, implement and direct the organization's daily and long-range pantry operational plan including: a. Daily inventory of pantry food donations and purchases. b. Maintaining and ordering adequate food and supplies. c. Rotation and disposal of food. d. Coordination of daily food pick-ups and deliveries. e. Coordination of the daily food distribution process at both locations.
- Manage the daily activities of pantry volunteers.
- Research and identify other sources of dry and fresh food sources on a continuing basis.
- Coordinate and facilitate food drives and related activities.
- Manage the accurate and timely collection of data daily. Prepare and verify all reports and record-keeping pertaining to warehouse and pantry operations.
- Manage relations with warehouse and pantry-related vendors to ensure timely, cost-effective delivery of products and services.
- Develop and maintain positive, collaborative working relationships with community agencies and organizations. Attend meetings and serve on committees as assigned.
- Supervise and direct work of subordinates ensuring accuracy, reliability and timeliness.
- Identify innovative methods to streamline costs and improve systems, practices, and procedures
- Analyze policies and procedures to ensure efficiency and effectiveness.
- Stay informed in all areas of food safety standards and warehouse safety and security standards.
- Operate warehouse equipment such as fork lift, pallet jack, and scale as needed.
- Drive truck and/or van as needed.
- Handle other duties as assigned.

## **QUALIFICATIONS:**

- Bachelor's degree in related area and at least 6 years supervisory experience
- Computer Proficiency: Word, Excel, Outlook, Access
- Demonstrated ability to plan and organize concurrent activities.
- Clean, valid driver license and insured personal vehicle required
- Fork lift certification

## **Skills:**

- Demonstrated problem-solving skills, strong organizational, interpersonal and communication skills.