

JOB TITLE: Pantry Director, The Community Kitchen, Inc. (Keene, NH)

REPORTS TO: Executive Director

SUMMARY OF THE POSITION:

The Community Kitchen operates the largest food pantry in the Monadnock Region of NH and is in the process of developing a Mobile Food Pantry Program. The Director of Pantry Operations sources food from various entities and programs, including USDA food commodities, two regional food banks, various local grocery stores and restaurants, and an in-house gleaning program; they also re-direct charitable food resources through local partner pantries and deliveries to home-bound members. This role nurtures and optimizes existing logistical arrangements, partnerships, and volunteer supports and further develops these networks of logistics and human capital as they co-design our new Mobile Food Pantry Program.

RESPONSIBILITIES:

1. Oversees food pantry operations
 - Efficiently sources, circulates, and distributes healthy foods across regional charitable food systems by organizing all logistics around food intake and distribution.
 - Maintains personnel safety, food safety, and cleanliness standards across pantry operations, ensures maintenance of vehicles and equipment, and oversees accurate record keeping.
 - Sets up distribution events; drives, loads, and unloads vehicles.
2. Manages staff and oversees the volunteer experience in pantry programs
 - Manages all staff working within the Pantry, Mobile Pantry, and Gleaning Programs.
 - Ensures effective collaboration across The Community Kitchen's departments and with partner agencies.
3. Continually develops and promotes pantry programs as new opportunities, collaborations, innovations, and best practices emerge
 - Develops and updates program planning with pantry staff members
 - Works with community partners and community leaders to develop a Mobile Food Pantry system that meets the needs of each community
 - Engages with community partners and networks to coordinate The Community Kitchen's food security programs into the larger food security system.

- Engages in community education and communication to spread awareness about food security systems, The Community Kitchen's programs, and opportunities for residents to engage in and support the organization's efforts.

QUALIFICATIONS:

- Driver's license and clean driving record, ability to drive a cargo van and operate a pallet-jack
- Able to lift 50 pounds repeatedly, sit or stand for long periods, and work in extreme temperatures
- Computer skills in word processing, databases, spreadsheets, social media, and e-mail
- Excellent oral and written communication skills, capable relationship builder, able to foster cooperation
- Passion for ending hunger and awareness of food assistance system and programs
- Strong administrative and organizational skills; highly detail-oriented; ability to balance priorities and manage time effectively
- Experience in managing personnel
- Project and inventory management experience

Salary for this position starts at \$48,000. The Community Kitchen is an equal opportunity employer.

TO APPLY: Send resume, cover letter, and three references to Phoebe Bray, Executive Director, The Community Kitchen at pbray@thecommunitykitchen.onmicrosoft.com by 5 PM ET on April 4th, 2022.