



Position Title: Food Pantry Supervisor

Basic Function: Coordinate the procurement and distribution of USDA food and oversee operations at the Plumley Village Food Pantry. Regular pickup and delivery of food for pantries at Friendly House, Quinsigamond Village Community Center, Green Island Community Center, and Plumley village.

Reports to: Director of Social Services

**Specific Duties:**

- Responsible for confidential daily client intake, data gathering and data entry into agency MIS system (Clarity).
- Records and documents eligibility of clients and receipt of Food Pantry and USDA food commodities, prepares summary reports.
- Picks up food at the Worcester County Food Bank, supermarkets, and and USDA commodity distribution center, and other locations that donate food to Friendly House.
- Drives the agency vehicles (box truck, van or SUV) to various Friendly House food distribution sites. Ensures that the vehicles are well-maintained by monitoring conditions and regular maintenance needed in collaboration with Friendly House Maintenance Director.
- Lifts and carries food packages of up to 50lbs without mechanical assistance.
- Documents amount of food obtained and delivered, providing same to Director of Social Services.
- Assists with pick up and delivery of non-food items donated to or purchased by Friendly House as needed and directed by the Director of Social Services.
- Maintains Plumley Village, and all food pantry sites in a neat and clean manner, consistent with the Worcester County Food Bank and City of Worcester regulations.
- Supervise interns and volunteers for the Plumley Village food pantry.
- Attends training as required
- Performs other duties as assigned.

**Requirements:**

- High School diploma or GED.
- Computer literate and able to keep careful paper and electronic records
- Able to routinely and repetitively lift and carry up to 50lbs.
- Driver's license and good driving record required.
- Bilingual English/Spanish preferred
- Dependable and reliable, and able to work well with diverse staff and clients.