

JOB DESCRIPTION

JOB TITLE: Food Pantry Program Coordinator

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Hunger Services

REPORTS TO: Director of Hunger Services

Pay: \$21.00/hour

Full Time Position: Benefit Eligible (Health, Vision, Dental, Life/ADD, STD, LTD)

Schedule: Tuesday through Saturday

Hours: 35 – 40 hours per week

SUMMARY:

As a Food Pantry Program Coordinator, you'll be a vital component of the Martin Luther King Community Center's mission of empowering the community and working to end hunger. You will help drive the success of our Hunger Services programs by managing essential daily operations and providing direct, compassionate support to our neighbors. Whether you're setting up for our popular Produce to the People program, managing our new North End Food Pantry, or facilitating our Breakfast Program, your work ensures that no one in our community goes hungry.

DUTIES AND RESPONSIBILITIES:

- Execute all facets of Hunger Services programming, including stocking, sorting and maintaining an organized program environment.
- Manage donations, deliveries, and pickups with an emphasis on attention to detail to maintain a high level of service
- Work seamlessly with the Hunger Services team and broader MLK Center staff to meet the evolving needs of our community.
- Maintain accurate records through data entry
- Assist with program setup/breakdown and organization to ensure a welcoming environment for all.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.

Certificates, licenses and registrations required:

- Valid driver's license and good driving record.

- Employment contingent upon successful background screening.
- **Computer skills required:**
 - Database Software;
 - Word Processing Software (Word);
 - Microsoft Office (Outlook);
- **Other skills required:**
 - Able to perform rigorous physical duties: lifting, carrying, moving items, climbing in/out of box truck and van, etc.
 - Have courteous and intuitive interactions with clients.
 - Possess strong communication skills.
 - Possess strong organizational skills.
 - Have a strong desire to learn.
 - Empathetic, courteous, and highly organized.

COMPETENCIES:

- **Community Relationship Success:** Treats all clients, donors and members of the community with dignity and respect. Resilient in handling stressful and challenging situations, while maintaining a positive attitude. Problem solves and can pivot to meet the challenges of the situation.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Planning/Organizing** - Prioritizes job responsibilities; Uses time efficiently; Sets goals and objectives.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand.
- Continually required to walk.
- Occasionally required to sit.
- Continually required to utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Occasionally exposed to wet and/or humid conditions (non-weather).
- While performing the duties of this job, the noise level in the work environment is usually loud
- The employee must frequently lift and/or move up to 50 pounds.