



Title: Food Pantry Assistant Manager,
Operations & Volunteer Supervision
Department: Food Pantry
Location: PACS Food Pantry
Reports to: Associate Director

JOB SUMMARY:

The Food Pantry Assistant Manager is an integral part of the PACS Ministry. This position is an outward face of Jesus and the expression of PACS’s mission in action with our volunteers and customers. The Assistant Manager reports to the Food Pantry Manager (associate director) and is responsible for overseeing the pantry operations and directing the volunteers who come to pack boxes and restock shelves. The position assists in maintaining records that food handling safety practices and equipment operation procedures are followed and coordinates work with other team members. They will be joining a supportive leadership team who desires to serve the community together. The PACS Food Pantry operates Monday – through Friday. The Pantry also collects food on Sundays.

HOURLY RATE AND STATUS: \$21-24 part-time 20-25 hours/week
Hourly

DUTIES AND RESPONSIBILITIES:

- Supports and advances the mission of PACS
- Supervises the activities of the volunteers who come to help in the food pantry
- Maintains a positive team environment that fosters the respect, inclusiveness, dignity, and growth of volunteers and staff working in the Food Pantry work area
- Problem solves when conflict arises
- Communicates and cooperates with supervisor, coworkers, and volunteers
- Makes recommendations for improving the operation of the food pantry
- Assists in managing inventory in conjunction with the Oregon Food Bank and other donors
- Operates and supports the maintenance of warehouse vehicles and equipment
- Operates warehouse equipment such as hand trucks, pricing guns and scales
- Completes records according to procedures
- Performs inventory controls and keeps high quality audit standards

- Keeps a clean and safe working environment and effectively manages storage space
- Practices exemplary food handling procedures
- Follows quality service standards and complies with procedures, rules and regulations
- Other duties as assigned

QUALIFICATIONS:

- Minimum of high school education or GED
- Experience working in warehouse setting preferred
- Good organizational and interpersonal communication skills
- Ability to lift heavy objects
- Ability to obtain a forklift license and food handler card after hire (PACS will pay fees)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Time management and strategies for prioritizing and organizing work
- Warehouse or related workflow operations
- How to build a team environment
- Impact ethnicity, race, national origin, and gender have on communication and interaction

Skill in:

- Coordinating work activities as part of a small team
- Risk management and loss prevention
- Ability to follow and improve work area policies and procedures
- Communicating in a diverse environment
- Problem-solving and ability to meet deadlines
- Performing work with an attention to details and accuracy
- Maintaining internal and external partnerships

Able to:

- Obtain a Multnomah County Food Handler Card ((paid for by PACS)
- Operate a forklift and drive a box truck (no CDL required)
- Operate a variety of equipment such as price labeling tools, dollies, and carts
- Engage effectively with an ethnically and culturally diverse population;
- Effectively communicate with volunteers and co-workers;
- Work independently and in a team environment

OPEN UNTIL FILLED: Applications will be considered immediately and the position is open until filled.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work is performed requires prolonged standing, physical exertion, carrying equipment and supplies, reaching overhead, and lifting up to 60 pounds. Significant interaction with volunteers.

HOW TO APPLY

To be considered for this position, submit a cover letter describing your interest in this position and a complete resume to info@pacsonline.org

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