

## **St. Lucy Food Project (SLP) Leesburg Regional Office (LRO)**

### **Pantry Administrator**

**Staff Position: Pantry Administrator (PT: 24-27 hours )**

**Staff Advisor/Contact:** Vince Cannava, Program Director (Primary)  
Cathy Hassinger, Director Community Services (Secondary)

**Position Description:** Responsible for effective food distribution to food insecure clients and identifying facility repairs and improvements that support adequate food distribution to meet demand.

Primary responsibilities:

- Manage the delivery of pantry and USDA food assistance for the SLP program at LRO including: opening/closing of pantry on scheduled days, which may include one weekend per month. Conduct pantry and USDA intake for new clients and ensure information is entered into client database.
- Work with LRO key volunteer to coordinate parish food drives. Keep the SLP Parish Outreach staff member informed as appropriate.
- Manage pantry volunteers with the Volunteer Coordinator and key pantry volunteers to include: scheduling volunteers for daily pantry coverage, safeguarding of best practices/CCDA policies, and quarterly training meetings.
- Project food requirements to ensure there is adequate food in the pantry from food bank purchases and incoming food donations and funding for fresh food purchases.
- Prepare monthly SLP reports such as: food distribution/donations and food bank pantry/USDA reports with oversight of data accuracy in client database.
- Oversight of facility vendors for SLP Program Director, such as pest control, cleaning, HVAC service and water, including payment of vendor invoices and Visa bill.
- Manage pantry food budget expenditures and provide inputs to future budgets to meet LRO food pantry needs.
- Knowledgeable and willing to uphold Catholic moral and social teaching.

**Other Duties:**

- Assist Emergency Assistance (EA) Program Director with daily opening and closing of office.
- Support the pantry in loading/unloading food, weighing food and preparing food bags.
- Ability to adjust schedule for weekend food drives.
- Collaborate with other CCDA program staff and volunteers.
- Assist with answering the telephone, taking messages and providing information and referral to callers.

- Attend training related to food pantry, such as food safety and topics of interest.

**Qualifications & Skills:**

- Excellent leadership skills and at least 2 years in a supervisory role.
- Outstanding interpersonal skills and the ability to multi-task in a fast paced work environment.
- Strong listening skills and demonstrated poise, tact and diplomacy.
- Ability to present a positive professional image.
- Ability to work in a team setting and also to work independently with minimal supervision.
- Strong written and oral communication skills.
- Strong planning and prioritization skills.
- Bi-lingual in Spanish a plus but not required.
- Proficient in MS Excel, Word, Outlook and other software applications. Experience with databases and data entry required.

**Education and Experience:**

- Undergraduate degree preferred with at least 2 years of supervisory experience.
- Strong interest in helping underserved populations is a plus.
- Experience working with and coordinating volunteers.
- Knowledge and/or experience in food pantry operations is a plus.

**Physical Demands:**

- The employee is required to lift up to 40 pounds using such items as hand trucks, dollies and/or carts.
- Must be able to stand, walk, use hands and fingers to use a computer keyboard and handle food; reach with hands and arms and talk or hear. Required to stoop, kneel or crouch and climb a ladder.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Please email cover letter and resume to :jobs@ccda.net