



Inter Parish Ministry

Pantry Operations Specialist (Part-time)

About IPM

Join a mainstay of the community – Inter Parish Ministry (IPM) has been helping families in need for 55 years. IPM is forward thinking in our mission to provide food, clothing, and other communal support while empowering clients with information, support, and services to improve their lives. Make an impact that will be felt for future generations – be part of a prominent organization that feeds families and nourishes souls.

Position Overview

Enjoy the benefits of working in a long-standing organization with a small dedicated staff. We cherish our donors, volunteers, and staff and highly value an inspired thought process.

Our Pantry Operations Specialists assist with operations involving the food pantry and mobile food pantries. This position manages and maintains a well-organized and inviting program, assists with volunteers, and maintains vendor relations. Duties include:

- Assist in maintaining the day-to-day activities of pantries; register clients and enroll in related programs; maintain and audit distribution log.
- Monitor inventory and food orders; pick up and plan for storage and movement of pantry provisions; stock shelves and replenish inventory.
- Support, train, and supervise volunteers at mobile food pantries; assist with set up and tear down; receive and verify orders for mobile food pantries.
- Oversee vendor activities at pantry; act as a liaison between vendors and IPM.

Qualifications

One-year food pantry experience preferred; customer service experience required. Strong computer, interpersonal and communication skills. Ability to interact with staff and the public in a professional manner and maintain confidentiality. High level of integrity and initiative. Ability to prepare and maintain detailed documents, routine reports, and correspondence. Ability to independently set priorities and multi-task; flexibility; detail-oriented. Organizational and problem-solving skills. Must be able to work in conditions including outside in inclement weather and/or irregular hours; ability to lift up to 50 pounds; and possess a valid driver's license and vehicle.

Locations: Positions available in Amelia and Newtown.

Application Procedure: We look forward to learning more about you. Submit your resume to info@interparish.org by August 26, 2019.
