

# Food Access Specialist

## Job post summary

**Pay:** From \$17.00 per hour

**Job description:**

**SUMMARY:** The Food Access Specialist is a full-time position working 8:30am – 4:30pm weekdays. The Food Pantry Runner will assist in overseeing the functioning of the New Bethany Choice Food Pantry and serves as a guide and direct contact for all those using the services of the organization's hospitality services.

**ACCOUNTABILITY:** The Food Access Specialist is accountable to the Director of Food Access or the Southside Drop-in Center Coordinator in their absence.

**RESPONSIBILITIES:**

- Greet clients as they arrive and check on clients as they shop to make sure their needs are being met with respect, compassion and dignity
- Prepare and distribute consumer's food selections
- Keep daily records (computer-based) of emergency food baskets for use as needed
- Coordinate the day-to-day activities of cleaning, filing, and data entry
- Assist with all operations of the food pantry, not limited to, stocking shelves, receiving all food donations, and baked good deliveries
- Demonstrate a professional demeanor in all interactions with clients, volunteers, and colleagues
- Perform the procedures and guidelines that are required for all USDA sites
- In conjunction with the Director of Food Access, provide supervision and training for all functions of food pantry operations, including set-up, volunteer management, intake, inventory control and clean up
- Handle stewardship of gifts to pantry; Accept & track in-kind donations and complete donation receipts
- Submit monthly volunteer and donation report to Director of Food Access Fill in for Truck Driver, or other food service staff as needed
- Ensure that the program area is maintained in a clean and orderly manner; Promote and achieve a positive work environment
- Complete Satisfaction Surveys as needed
- Attend professional development training and/or cross-train as requested
- Other duties as assigned by Supervisor

**SUPERVISORY RESPONSIBILITIES:**

The Food Access Specialists will delegate tasks to Pantry volunteers as per the Director.

**QUALIFICATIONS:**

- High school diploma or equivalent.
- Spanish services (preferred but not required)
- Employee must be computer literate and have experience with databases and preparation of reports.
- Knowledge about nutrition, food items and cooking a large volume of food.
- Proficient writing and verbal communication skills.
- The ability to work pleasantly and compassionately with all types of people.
- Must be able to lift and carry up to 40 pounds.
- Ability to manage challenging situations and crises, work independently and collaboratively.
- Must have a valid PA license and ability to drive small box truck and van.

**GENERAL:** This full-time position begins at \$17 per hour. New Bethany is an independent organization not affiliated with any faith or religion. Our organization takes pride in offering safe and welcoming space.

Please send a cover letter and resume to Veronne Demesyeux, Associate Executive Director, at [vdemesyeux@newbethany.org](mailto:vdemesyeux@newbethany.org).

Job Type: Full-time

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Language:**

- Spanish (Preferred)
- English (Required)