

Catholic Social Services

Job Title: Food Pantry Coordinator—New Bedford, MA
Department: Basic Needs
Reports to: Manager
Hours: 35
FLSA: Hourly

Qualifications

- Knowledge and understanding of the complex issues affecting homeless individuals and/or families
- Reliable, dependable and punctual
- Good oral and written communication skills
- Good observation, awareness, documentation and computer skills
- Must have a valid driver's license
- Must pass a DOT health exam
- Bi-lingual helpful

Duties and responsibilities

- Supervising and organizing volunteers
- Driving food pantry truck for weekly pick-ups locally and at Boston Food Bank
- Picking up weekly donations across Southeaster MA as needed
- Ordering from Boston Food Bank on a weekly basis
- Tracking inventory
- Delivering orders monthly as needed
- Cleaning, organizing and maintaining food pantry
- Tracking donations

Physical and Mental Requirements

- Ability to manage multiple priorities.
- Ability to maintain effective time management skills.
- Ability to plan and organize duties.
- Actions should reflect judgment that would not jeopardize the health and safety of any other individual.

Additional Responsibilities

- Attend all required program trainings and assigned in-service trainings to comply with annual training requirements
- Comply with all safety regulations, CSS policies and adhere to agency confidentiality policy
- Report all safety concerns

Working Conditions

The work environment described, represents what may be encountered while performing the essential functions of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions of the position.

- Travels by automobile and is exposed to varying weather conditions
- Sits, stands, bends, lifts, grasps, kneels, crouches, reaches, climbs, and moves intermittently during the business hours
- Works in office areas as well as throughout other CSS locations and the community

- May be exposed to emotionally upset clients, family members, staff and visitors
- May be exposed to frequent interruptions, loud noise, extreme heat/cold
- Ability to make sensory perceptions to evaluate environmental conditions
- Ability to work and promote a flexible schedule based on programmatic coverage, weekends, holidays, and program emergencies

Catholic Social Services offers a competitive salary, a comprehensive employee benefits program including medical, dental and vision insurance, 403(b) plan, group term life and AD&D insurance, short-term disability, flexible spending accounts, and a generous paid time off policy.

Please submit your cover letter and resume to resumes@cssdioc.org

Equal Opportunity Employer