



Food Program Supervisor

Job Title: Food Program Supervisor
Supervisor: Director of Operations (DOO)
Classifications: Part Time preferred: 25 hours per week; Monday and Tuesday Required.
Potential for Full Time
Pay: \$30 - \$35 per hour, plus generous benefits package

Job Description:

The Food Pantry Coordinator will maintain efficient and smooth operation of the physical jobsite and oversee the day-to-day operations of the food distribution. The position requires frequent contact with staff, volunteers, vendors, and clients. Confidentiality is essential.

Supervisory Responsibilities:

- Facilities Manager in coordination with DOO

Duties/Responsibilities:

- Coordinate and participate in Greater Boston Food Bank (GBFB) pickups and deliveries to six of the nine LCOC food pantries
- Implement standardized operations of nine LCOC food pantries
- Assist in design and implementation of broader food delivery program
- Ensure assigned equipment is in proper working order and available for use
- Maintain physical space, as safe, clean, and functional environment
- Develop and implement preventive maintenance schedules for building, equipment, and vehicles.
- Ensure safety standards are followed throughout the facility in compliance with SERV Safe, Board of Health, and GBFB inspection requirements.

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Fundamental knowledge of computer usage including Microsoft Office to create and maintain reports and logs
- Excellent organizational skills and attention to detail
- Flexibility and willingness to implement varied programs throughout the year
- Proven ability to work effectively both independently and as part of a team

Education and Experience:

- A minimum of two years of related experience, preferred

Physical Requirements:

- Prolonged periods of standing and walking.
- Must be able to lift 50 pounds or more, repeatedly, as required during the food distribution from GBFB Harwich and Boston
- Must be able to drive pickup truck and box truck



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- Must have MA Drivers License
- Must be able to bend, lift, stretch, and climb, to maintain equipment and buildings
- Must be able to perform work in a variety of weather conditions

Additional Information:

Pay is \$30 - \$35 per hour, 25 hours per week, based on experience. Benefits include, but are not limited to, QSEHRA health plan, 401(k), 35-hour work week, generous paid time off, a flexible schedule, and a supportive team environment.

How to apply: Please email your resume and cover letter to katie@lcoutreach.org.

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