

## FOOD COORDINATOR POSITION SUMMARY

LOCATION: **Devens, MA**  
REPORTS TO: **Executive Director**

### JOB DESCRIPTION:

- Procures, receives, tracks and distributes all food and personal care items coming into the Pantry from a variety of sources
- Monitors inventory and responds to volume/demand fluctuations
- Determines equitable food distribution guidelines
- Supervises, trains and supports volunteers and Food Coordinator Assistant
- Proposes, tracks, and adheres to food purchasing budget
- Ensures a safe, adequate supply of high-quality food
- Ensures clean, safe receiving, storage, refrigeration, and distribution areas
- Collaborates with Executive Director and Board of Directors, other staff, committees and volunteers
- Meets with suppliers and major donors as required; maintains a positive working relationship with current and potential external resources
- Embraces the Loaves & Fishes commitment to dignity and support for all Clients

### EDUCATION AND EXPERIENCE:

- Associates degree plus 3 years' leadership experience, or equivalent experience/training in analytics/logistics/inventory management/distribution processes
- Physically able to lift up to 50 pounds
- Proficient computer skills including e-mail, spreadsheets, word processing, and basic database tools
- Knowledge of inventory systems, purchasing and budgeting processes

JOB TYPE: Part-time, exempt

SCHEDULE: Follows Pantry open schedule, includes some Saturdays and evenings

BENEFITS: Paid Time Off, Holidays, DOES NOT OFFER HEALTH INSURANCE COVERAGE

**To apply, please send cover letter and resume to: [jobs@loavesfishespantry.org](mailto:jobs@loavesfishespantry.org)  
or mail to: Loaves & Fishes Food Pantry, P.O. Box 1, Ayer, MA 01432.**

*Loaves & Fishes Food Pantry, Inc. is an equal opportunity employer.*

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