

The Shoreline Soup Kitchens & Pantries Job Description

Position Title: Assistant Pantry Manager

Reports to: Pantry Managers and Director of Programming

Hours Range: 18 - 20

Classification: non-exempt

Job Summary

Assistant Pantry Manager responsibilities include providing support to Pantry Managers as needed and ensuring smooth operation of Shoreline Soup Kitchens & Pantries Grocery Distribution sites when pantry managers are away.

Accountabilities

Guest Service

- Ensure that all guests are treated with respect and dignity in all interactions with pantry staff, host site staff, and volunteers.
- Identify the needs of pantry guests and alert the Pantry Manager and Director of Programming.

Assistant to Pantry Managers

- Rotate through SSKP Pantry sites to gain familiarity with the processes at each site and assist as needed.
- Be available to fill in for pantry managers.
- Maintain updated "Food Handler Certification."

Volunteer Coordination

- Support Pantry Manager in coordinating volunteers.
- Read, understand, and implement the SSKP Best Practices; actively model them and coach volunteers on them.
- Invite volunteers to SSKP Volunteer Appreciation Event, SSKP Annual Meeting, and other appropriate SSKP events.

Food Procurement and Provision

- Support Pantry manager with deliveries of food
- As needed place orders for meats, produce, and assorted grocery items as needed, paying particular attention to cost savings and budget constraints.
- As needed, shop weekly at the Food Bank and ensure adequate staffing for shopping and delivery of food.
- Sort, track, weigh, check for expiration dates, and shelve all food.
- Assist Pantry Manager maintains accurate food inventory records.
- Assist with grocery distribution to families in need.
- Maintain "Food Handler" certification.

Statistic Maintenance

- Support Pantry Manager to maintain accurate monthly statistical reports and provide to SSKP Administrative Assistant.

Host Site Relations

- Work with Pantry Manager to maintain a solid relationship with pantry host site staff and volunteers.
- Work with the Pantry Manager to maintain the space of the pantry in accordance with guidelines set forth by the host.
- Work with the Pantry Manager to maintain a pantry that is compliant with regulations set forth by the Food Bank and local Health Inspector.

Public Relations

- Foster awareness of The Shoreline Soup Kitchens & Pantries site in the local community.

Qualifications:

- Sensitivity to the diversity of faith communities served by SSKP.
- Sensitivity to the needs of guests served by SSKP.
- Must be mature, responsible and able to work autonomously.
- Must be able to prioritize assigned tasks.
- Must have effective oral and written communication skills.
- Must have computer proficiency including Word, Excel, and Google Docs.
- Must have excellent organizational skills.
- Must be flexible with days/times as this position requires some weekends and evenings.
- Ideally able to communicate in English and Spanish.
- Must be able to carry 15 - 20 lbs., bend, and stretch.

January 19, 2026