



Westport Food Pantry, Inc.

PO Box 3303, Westport, MA 02790

westportfoodpantry.org

Application Deadline: January 7, 2022

Start Date: ASAP

Position: Director of Operations

Status: Part-time, approx. 20 hrs.; Flexible

Salary: Hourly, commencement with experience

Overview: Responsible for administrative oversight of all WFP functions including: acquiring volunteers, public relations, participation in grant writing, donation thank you letters, and any other aspects that may be identified in the future. Responsible for operational oversight of food procurement and distribution, logistics, record keeping, inventory, food and workplace safety, facility maintenance, training volunteers.

To be passionate about the WFP mission and work with the WFP board and volunteers to help move the WFP forward, identifying and working toward future goals and objectives. To keep the ideals of generosity, positivity and kindness in mind as you work for the WFP. These principals guide the WFP in what we do in order to help those in need, fostering a positive working environment and helping to make a difference in people's lives.

SCOPE OF DUTIES

Administrative:

- Prepares and presents various organized reports, statistics and permits, as directed by WFP or mandated by the regulating authority.
- Responsible for all public relations including: press releases, website maintenance, weekly social media posts, flyers, donor thank you letters etc.
- Participates in grant writing, maintains grants, complete outcome reports.
- Works collaboratively with the board to increase donations and maintains/creates positive community relations and partnerships.
- Organizes, promotes and implements fundraisers including: Heart Sign Fundraisers, annual Charity Concert, Westport Community Schools food donation campaign and new ideas.
- Regularly communicates with the WFP Treasurer regarding donations, accounting and budget.
- Recruits volunteers and maintain records.
- Emails all volunteers on a monthly basis with any news, updates, etc. (This includes emailing the Rotating Schedule of Volunteers and the Updated Volunteer Contact List).

Operational:

- Keeps well-organized facility: pantry, storeroom, freezers and refrigerators clean and appropriately stocked, and in compliance with MA Department of Public Health and local Board of Health.
- Procures food for the pantry, including both donated and purchased food.
- Manages food inventory (FIFO first in, first out), record keeping, controls, and distribution.
- Ensures food is sorted and stored in a safe and sanitary manner.
- Perform minor facility maintenance.
- Helps check the outside pantry box for donated food.

- Makes sure the outside area of the WFP is clean, neat, maintained.
- Manages client parking and entry/exit from pantry with the help of volunteers.

Volunteers:

- Trains any new volunteers for various pantry responsibilities.
- Oversees, supervises and positively motivates approximately 25 volunteers.
- Knowledgeable of all WFP policies and procedures, help create new when needed.
- Appropriately communicates policies and procedures to volunteers and handle any discrepancies or concerns in a professional manner. This may include disagreements, behavior issues, etc. Verbal or written warnings may be given or being excused from the WFP.

Qualifications

Education: Bachelor's degree preferred in related field (some examples: social work, community relations, non-profit business, human resource, etc.)

Experience: The ideal candidate must have strong organizational and time management skills. Knowledge of public relations, marketing, fundraising, organizational planning, and human resource management. Preference given to candidates with previous food pantry experience and issues related to food security.

- Computer literacy: knowledge of MS Excel, MS Word, and Canva. Will be trained to use Food Pantry software.
- Requires walking, standing, sitting and lifting boxes up to 40 lbs.
- Current valid driver's license.
- Will be required to take and pass SafeServe Course or equivalent.

Leadership Skills: The ideal candidate must have excellent verbal and written communication skills, strong interpersonal and networking ability; managing conflict, and mentoring are required. The candidate must have the ability to communicate effectively with people of diverse backgrounds; have the ability to effectively analyze and resolve routine and complex problems; and the sincere commitment to work collaboratively with volunteers, donors, agencies, vendors and partners.

The candidate will promote and facilitate collaboration, communication and information flow among all WFP volunteers to ensure operational efficiency and success and have a commitment to the mission of Westport Food Pantry, Inc.

Submit cover letter and résumé to:

Westport Food Pantry

PO Box 3303

Westport, MA 02790

email a pdf to: stewartd@westport-ma.gov

The Westport Food Pantry, Inc. is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status or other characteristics protected by state or federal law or ordinance.

The Westport Food Pantry is incorporated in the state of Massachusetts as a charitable organization. We have filed for 501c(3) status.