



WE ARE HIRING!



FOOD PROGRAM ASSISTANT

Description:

This is a part-time position. The Food Program Assistant will provide support to the Food Pantry Manager in the areas of inventory maintenance, data collection and volunteer coordination.

Requirements:

- People-oriented
- Proven Communicator
- Quick learner
- Attention to details and ability to prioritize tasks
- Organization skills
- Bilingual (English/Spanish)
- Flexibility to work weekends as needed
- Must be able to lift 30lbs at a time

Please send your resume:

Michele@newhopecmnj.org

Subject: Food Program Assistant

Through Christ's love, New Hope empowers families to break through cycles of poverty and create a flourishing community.



Food Program Assistant
New Hope Community Ministries
331 N. 11th Street
Prospect Park, NJ 07508

JOB DESCRIPTION

A part-time position, the Food Program Assistant will provide support to the Food Pantry Manager in the areas of inventory maintenance, data collection and volunteer coordination.

Responsibilities

- Processes food deliveries from food drives, private donations and monthly orders from CFBNJ and CUMAC.
 - Ensures all incoming inventory is tracked using PantrySoft.
 - Restocks the pantry as needed.
- Assists the Food Pantry Manager with quarterly inventory counts to ensure accurate data collection.
- Collects data, intake information, and records food provided to participants (emergency bags, distribution bags, and produce).
- Collaborates with the Food Pantry Manager to determine present inventory needs and communicates them with the Development Manager, Senior Manager of Food Security, and donors as needed.
- Coordinates and tracks fresh produce deliveries and pickups from Star of Hope at Grace Redeemer Church and Cornerstone's Summer Harvest Ministry.
 - Makes sure produce is packed, weighed, counted, stored properly and any leftover produce is either distributed or disposed of after being weighed and subtracted.
- Identifies weekly volunteer needs with the Food Pantry Manager and contacts volunteers as needed.
 - Prepares supplies for volunteers prior to beginning service.
 - Supervises and works alongside volunteers to achieve tasks as needed.
- Maintains an orderly and clean work environment in the Food Pantry, Ministry Center, and Unity's Library.
 - Stores food based on Food Handlers Certification guidelines and in compliance with CFBNJ standards.
- Attends all Food Pantry distributions on the 2nd & 4th Saturdays of the month.
 - Assists with participant sign-in, inventory check-out, and volunteer supervision.
- Regularly updates the online shopping platform, Shopify, and makes sure all items



offered are in stock and that orders are filled in a timely manner.

- Manages new participants' information in Mobile Cause and sends out texts prior to every Food Pantry distribution in both English and Spanish.
- Identifies what features and functions are needed in PantrySoft and Salesforce and further develops the software by implementing these elements into a scalable, maintainable design.
- Ensures that Pantrysoft is meeting the needs of staff members and that they have the necessary access, permissions, and knowledge to use the database.
- Meets with Senior Manager of Food Security weekly; collaborates with the Food Pantry Manager daily.
- Attends weekly staff meetings and any other all-staff trainings or check-in meetings.

Qualifications

- High school diploma or GED
- Bilingual (English & Spanish)
 - Good written and verbal communication skills
- Must be able to lift 30 lbs at a time
- Ability to multitask
- Works well in teams and independently
- Quick learner
- Excellent organizational skills

Working Agreement

- This is a part time position of 15 hours per week.
- Office hours will be determined with direct supervisor.
- Accountable to the Senior Manager of Food Security, Executive Director and Board of Directors

Updated 11/20/2023



BENEFITS-AT-A-GLANCE

Thank you for considering New Hope Community Ministries in your employment search. New Hope Community Ministries employee benefits program offers a broad range of plans designed to meet your needs for healthcare.

As an employee of New Hope Community Ministries, you would be eligible for benefits on your start date, there is no waiting period.

Part Time Personal Time Off:

- Upon hiring, employees are eligible for 7 PTO Days.
- After 1 year of service, employees are eligible for 10 PTO Days.
- After 3 years of service, employees are eligible for 12 PTO Days.

Observed Paid Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

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