



JOB DESCRIPTION

Food Pantry Officer

RESPONSIBLE TO:	Business Manager
TERMS OF EMPLOYMENT:	21 hours per week, for 1 year, with continuation dependent upon Pantry business income and funding support.
SALARY:	£24,412 pro-rata

PURPOSE OF JOB

The Pantry Officer will be responsible for managing and leading on the day to day operations of the Green House Pantry based in Craigmillar. The Pantry will work with the Your Local Pantry franchise scheme.

The Green House is a shop unit leased by the Community Alliance Trust (CAT). It has a good central location on Niddrie Mains Road. We intend for the Green House to play a large role in the Community Alliance Trust's community food hub project developed in response to food insecurity/poverty in the Craigmillar area. Our intention is for The Green House to open as a Food Pantry three days/week, and be used as a community food space outside of these times, providing a location for workshops, classes etc which would be delivered by our Community Food Officer. Our goal is for the Pantry to have a regular membership of approximately 200 within six months of the start of the post, such that it becomes a self-financing social enterprise.

The Pantry Officer will be expected to:

- Organise and manage the day to day operations of the pantry
- Deliver excellent customer service
- Manage and work with local suppliers and Fareshare to ensure the pantry is well stocked at all times
- Leading and managing a team of volunteers
- Working in partnership with local organisations and supermarkets
- Working alongside the Community Alliance Trust's Craigmillar Community Food Hub team to engage with residents of Craigmillar and neighbouring communities to uptake memberships with the pantry and participate in other community food activities

MAJOR TASKS/ACTIVITIES

Manage Food Supply

The Pantry Officer will be responsible for the weekly management of food supply to the pantry. This will include weekly orders with Fareshare and local suppliers. Additionally the Pantry Officer will be required to work in partnership with local supermarkets for donations of surplus end of date food. Similarly, the Pantry Officer will be required to liaise with the Craigmillar Food Bank managed by Edinburgh Food Project for any potential surplus food and vice versa.

The Pantry Officer will be required to work in partnership with local organisations and pantries to share resources and surplus food.

The Pantry Officer will also liaise with the Community Gardener and volunteers to take in produce from the community gardens.

Managing a Pricing System

The Pantry Officer will work alongside the volunteers to ensure that all produce and food supply is priced according to the Your Local Pantry pricing system. The Pantry Officer will train volunteers to ensure that food is priced appropriately and pricing is reduced or provided for free if going out of date.

Management of Volunteers

Volunteers will be an integral part of the food pantry. The Pantry Officer will be responsible for recruiting, managing and supporting volunteers within their role. There will be a wide variety of potential volunteer roles, therefore the Pantry Officer will be required to match these roles with volunteers skills, experience and time.

Management of Memberships and Fees

The Pantry Officer will be working with the Your Local Pantry software to register members to the join the Green House Pantry. Members will be required to pay £4.50 each time they use the pantry and will have a variety of payment methods available to them. The Pantry Officer alongside volunteers will need to manage payments and continually review memberships.

Work Collaboratively with the Craigmillar Food Hub

The Pantry Officer will be a part of the 'Craigmillar Community Food Hub' project working alongside the Community Food Officer and Community Gardener. Together developing and delivering community engagement strategies with local workshops such as food growing, cooking, community meals, potentially within or from The Green House.

Food Hygiene and Safety

The Pantry Officer be required to ensure all food hygiene protocols are carried out. This includes quality checks of food products when they arrive, appropriate storage of products, fridge and freezer temperature checks and an appropriate stock rotation (FIFO) and management of use by and best before dates.

Fundraising

The Pantry Officer will work the Business Manager in the preparation of funding applications to support the costs of the Pantry.

OTHER

Partnership Working

Work with team members to integrate the community food programme with the community growing programme.

As required, report progress of the project to CAT, and other partners as appropriate.

Work as appropriate, with stakeholders to develop and deliver the project goals.

Risk Assessment, Health & Safety

Carry out risk assessments, including COVID-19 risk assessments and safety protocols.

Implement sensible and proportionate health & safety precautions to ensure safety of participants.

Team Working

Attend team meetings as required to report, discuss and develop the project.

Collate and report workshop participation info, and monthly reports to the Manager.

Equal Opportunities

To operate within an Equal Opportunities Policy.

To carry out other reasonable duties deemed necessary by the Business Manager.

Evening and weekend duties as required.

This post is subject to a PVG Check.

Supervision Received

Regular supervision and support sessions will be available with the Business Manager.

EDUCATIONAL VOCATIONAL QUALIFICATIONS EXPERIENCE REQUIRED

Any appropriate qualifications and/or experience in community development, community food and operation of food outlets.

PERSON SPECIFICATION

Essential Criteria

- Experience working in a retail setting and providing high quality customer service
- REHIS Food Hygiene Level 2 qualification or equivalent experience
- Experience working with food suppliers and managing budgets
- Experience of partnership working
- Computer literate and IT Skills
- Good communication and interpersonal skills
- Good understanding of food safety and hygiene regulations and protocols
- Experience of managing and supporting volunteers
- Personal skills to include: positive outlook, patient and tolerance, organised and efficient
- Excellent interpersonal and organisational skills
- Good team worker and ability to use own initiative
- Commitment to the success and sustainability of the project
- Current First Aid certificate

Advantageous Criteria

- Knowledge and experience of local food issues
- Full UK Drivers Licence and access to a car

FURTHER INFORMATION

If you would like to contact us to ask any questions about the role, please contact :-

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