

JOB DESCRIPTION

| | |
|-----------------------|---|
| POST | Pantry Coordinator |
| SALARY | £23,500 - £27,000 |
| LOCATION | Parkhead & Shettleston |
| RESPONSIBLE TO | Senior Social Purpose Officer |
| PURPOSE | To ensure the smooth day-to-day running of the Pantry while providing supervision of Pantry staff, volunteers and customers. To engage positively with partner organisations and stakeholders, while proactively seeking out and exploring new partnership opportunities. |

MAIN TASKS

Leadership and Management

- Providing day-to-day supervision for The Pantry, Staff, Volunteers and Customers
- Support and Development of Staff
- Development of Pantry objectives and ensure systems are in place to achieve those objectives.
- Manage the volunteer recruitment process and appropriate support and training for volunteers.
- Engage positively with partner organisations and stakeholders, seek out, and explore new partnership opportunities.

Operational Management

- Run all operational activity in the Pantry, including stock pick up from Fareshare, stacking shelves, labelling food, recipe suggestions, stock taking, food hygiene systems and customer services.
- Co-ordinate food delivery with partner organisations including other members of The Scottish Pantry Network
- Ensure correct cash handling and reporting.
- Liaise with Fareshare and other food providers and manage partnerships.
- Ensure all Operational standards including customer services, health and safety and food and hygiene are maintained.

Communications and Reporting

- Preparation of weekly and monthly statistics, reporting and sharing of information.
- Establish community engagement tools and processes to seek regular feedback from customers.
- Prepare and develop communications for all avenues including social media Completion of annual funder reports.