House of Neighborly Service

Job Title: Berthoud Food Pantry Coordinator **Department: Berthoud Food Pantry**

Reports To: Berthoud Program Manager **Schedule:** Part-time, Tues/Thurs
Pay Range: $17.00–$18.50 per hour, depending on experience **FLSA:** Non-Exempt (Hourly)

Organization

Founded in 1961, House of Neighborly Service (HNS) assists and advocates for people challenged by the effects of poverty or situational crisis by providing basic need services. In 1989, HNS opened its Berthoud office.

Overview

The Berthoud Food Pantry Coordinator reports directly to the Berthoud Program Manager. Primary responsibilities are to manage the Food Pantry, including maintaining inventory, coordinating food drives, processing food donations, overseeing Food Pantry volunteers, and creating monthly reports. This position ensures the operational effectiveness of the Food Pantry and provides inspiration, leadership, and vision to Food Pantry volunteers.

Responsibilities

Specific duties include, but are not limited to:

- Keeps the Berthoud Program Manager informed of the food supply in stock, including donations, purchases, and partnerships, to provide food baskets.
    - Tracks and anticipates what needs to be procured through the Food Bank for Larimer County or purchased from other sources, and shares feedback with food drive organizers about the needs of the Food Pantry.
    - Adjusts to fluctuations in food supply to ensure fair distribution of available food.
- Supervises and trains Food Pantry volunteers on shift. Volunteer recruitment, onboarding, and scheduling are coordinated with the Volunteer Coordinator.
    - Ensures all needed tasks are completed by making effective use of volunteers' talents and time in the Food Pantry.
    - Works with the Volunteer Coordinator and the Berthoud Program Manager on scheduling regular and project volunteers, call-outs, and openings.
- Ensures all food coming into inventory (through donations, food drives, purchases, etc.) and going out (to clients, disposal of spoiled food, etc.) is tracked accurately, and provides monthly and other regular reports to the Berthoud Program Manager.
    - Trains and monitors volunteers in the use of tracking forms so that all incoming and outgoing food and product are accounted for.
    - Reports information to the Berthoud Program Manager as needed, including donors, types and amounts of product donated and purchased, and types and amounts of product distributed to clients or disposed of as unusable.

EQUAL EMPLOYMENT OPPORTUNITY

House of Neighborly Service (HNS) is dedicated to the principles of equal employment opportunity to all individuals based on job related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, ancestry, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, disability, veteran status, military obligations, marital status, genetic information, or any other status protected by federal, state, or local law. In addition, HNS will provide reasonable accommodations for qualified individuals when appropriate.

- Represents HNS positively and professionally in the community.
- Learns and follows all Larimer County Department of Health and Environment regulations and other practices that promote food safety, and models and teaches these practices to all Food Pantry volunteers.
- Works with other HNS staff, resource navigators, and program manager to ensure client needs are met appropriately and efficiently, and that resources are used in the best way possible.

Requirements

- Ability to regularly lift 30–40 pounds and occasionally lift up to 60 pounds safely, with or without reasonable accommodation
- Ability to stand for extended periods of time
- Valid driver's license
- Basic proficiency in Microsoft Word and Excel
- Obtains and maintains food safety certification
- Availability to work occasional special events and additional hours during peak periods as needed
- Strong organizational and project management skills, with the ability to manage multiple tasks efficiently under tight deadlines and adapt to changing needs

Preferred Qualifications

- Experience in a food pantry, food bank, food service, warehouse, or inventory setting
- Experience training, scheduling, or supervising volunteers

Culture

- Builds professional, caring, strengths-based relationships grounded in the HNS core values of Honor, Unity, Growth, and Service.
- Approaches daily tasks, projects, and follow-up communication with energy and thoroughness.
- Shows respect and appreciation for others, including co-workers, clients, volunteers, and donors.
- Arrives on time and prepared for scheduled shifts and meetings.

Servant Leadership

- Shows a genuine interest in helping others and acts on it.
- Consistently treats co-workers, clients, volunteers, and donors as if they are the most important person in the room, with eye contact, a smile, and a sincere "thank you."

Teachability

- Shows a consistent eagerness to learn, listen, apply knowledge, and accept feedback.
- Takes initiative and brings vision for continuous improvement while contributing to a positive team atmosphere.

Dress Code

- Meets HNS dress and grooming expectations that support a professional, clean, and welcoming environment for clients, volunteers, and co-workers.

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Staff Date Human Resources

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