



## **Community Choice Pantry Program Coordinator (CAN Stands Ready)**

### Job Description

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| <b>Classification:</b> | Non-exempt  |
| <b>Status:</b>         | Part-time, up to 30 hours per week (until January 31, 2025) |
| <b>Reports to:</b>     | Community Choice Pantry Program Coordinator                 |
| <b>Location:</b>       | 7900 East Baltimore Street, Baltimore, MD.                  |

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### **Summary/Objective**

The Community Choice Pantry recognizes the impact that the Key Bridge tragedy has and will have on many individuals and families in Essex, Dundalk, and the surrounding areas in the coming months. To alleviate the transportation barriers those effected may experience and meet our neighbors where they are in the face of this tragedy, CAN Stands Ready to provide a direct response to ease the burdens of those in the Essex and Dundalk areas of Baltimore County and Baltimore City. We will be providing small-scale (25 distribution packages per week per location) food distributions in two areas of the Essex community and via our Community Choice Pantry in Dundalk.

The Pantry Program Coordinator for CAN Stands Ready, under the leadership of the Director of Community Choice Pantry Services, and in conjunction with the pantry manager is responsible for assembling distribution packages, loading the CAN truck in preparation for package distribution, distributing the food/ Community Choice Pantry information at the two Essex locations and entering program participant information into PantrySoft.

### **Essential Functions**

- Drives agency vehicles in compliance with all laws, regulations, and policies.
- Follows all health and safety regulations as well as agency policies.
- Completes all required paperwork to include daily DOT logs and submits them accurately and in a timely manner.
- Operates agency assigned vehicle to transport food products to “CAN Stands Ready” distribution locations.
- Is responsible for the proper storage of food products in a safe and secure manner consistent with health regulations.
- Assembles all food distribution packages. (non-perishable box, dairy box or bag, meat bag, produce bag.
- Demonstrates a positive role model by maintaining the highest level of professional and ethical behavior throughout your interactions with both internal and external customers.



- Uses technology for the completion of specified job duties.
- Attends work regularly per assigned work schedule (10:00 am-6:00 pm) and in accordance with agency policy.
- Works closely with the pantry intake specialist to ensure that all data is captured and entered in the PantrySoft system with 100% accuracy.
- Works cooperatively with others including all staff, supervisors, administrators, co-workers, community professionals, clients, vendors, and the public.
- Follows instructions and abides by Agency policies and procedures.
- Assumes other duties and responsibilities as needed.
- Promotes and represents CAN effectively, passionately, and professionally to all donors, volunteers and others encountered while performing all job functions.

### **Secondary Functions**

- Works cooperatively and effectively with Agency volunteers maximizing the volunteers' experience while meeting the needs of the program.

### **Education, Experience and Knowledge**

- High School Diploma or equivalent
- Valid Maryland Driver's License.
- Excellent customer service skills required.
- Serv Safe Food Handler certification a plus; willing to train candidate.
- Is comfortable driving a box truck up to 16 feet and other cargo vans.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- ✓ Ability to work in an office environment.
- ✓ Ability to work in a warehouse environment.
- ✓ Ability to work in cold environments.
- ✓ Ability to communicate on the telephone.
- ✓ Ability to stand for long periods of time.
- ✓ Ability to lift over 50 lbs.
- ✓ Ability to bend, lift and carry.
- ✓ Ability to lift food boxes and bags from the rear of a box truck and hand it to people.
- ✓ Full awareness of environmental stimuli.
- ✓ Ability to use a computer.
- ✓ Ability to operate a motor vehicle.

### **Abilities and Skills**



- ✓ Effective decision-making and problem-solving skills.
- ✓ Must be organized, flexible and dedicated to quality service delivery.
- ✓ Ability to work independently and collaboratively with others.
- ✓ Ability to prioritize and manage multiple tasks effectively.
- ✓ Ability to complete tasks with numerous interruptions.
- ✓ Ability to work with little to no direct supervision.
- ✓ Demonstrate integrity and ethical standards in job performance.
- ✓ Ability to work with sensitive information and maintain a high degree of confidentiality.
- ✓ Ability to demonstrate compassion and respect for people with economic challenges.
- ✓ Ability to read, write, comprehend, and speak English.
- ✓ Knowledge of governmental benefits, community programs and other resources with ability to access same for the clients.
- ✓ Pays close attention to detail.

### **AAP/EEO Statement**

Community Assistance Network, Inc., is an equal opportunity employer.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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Employee Signature, Date