

Society of St. Vincent de Paul | Omaha  
SVdP Food Pantry | 2101 Leavenworth Street

**Job Title**

Part-time Pantry Operations Manager

**SVdP Food Pantry Job Description**

- Accountable to: Executive Director of the Society of SVDP
- Works in cooperation with: Pantry Coordinator and Coordinator of Volunteers
- Part-Time: 20 hours/week; some nights and weekends during large food drives
- Pay Scale: \$11.75 - 12.25/hour
- Hours: Monday and Wednesday mornings, 8-12 p.m. to unload and shelve donated and purchased food, and Tuesday and Thursday, 8-1 p.m. for set up and operation of pantry during open hours; additional hours for operations and organization

The ideal candidate will have the skill set to be comfortable with a fast-paced and physically demanding environment which requires an energetic, physically strong and fit person. The position requires a positive, friendly demeanor, a manner that welcomes clients and supports and thanks volunteers. Organizational skills are a must, but so is flexibility. The inventory is always changing and unpredictable, so thinking on the fly is often required.

**Essential Responsibilities**

- Communicate and collaborate with the pantry coordinator and the coordinator of volunteers
- Manage the pantry inventory: unload, sort and shelve all food purchased and food donated
- Maintain the pantry's physical space and equipment located in the warehouse
- Direct the efforts of the volunteers helping Monday through Thursday
- Interact with a diverse population with a servant's heart
- Direct efforts of special volunteer projects, e.g. high school service groups
- Learning knowledge of OSHA Safety, TEFAP, and USDA food regulations

**Requirements**

- Excellent organizational skills and attention to detail
- Excellent verbal and interpersonal skills; customer experience preferred
- Ability to physically lift 60-70 pounds throughout each day
- Ability to multi-task, prioritize work, manage time and meet deadlines
- Ability to work both independently and in a team
- Forklift certification and commercial driver license preferred
- Access to a computer to read and respond to emails daily
- Must be willing to submit to a background check

**To Apply**

Qualified candidates should forward resume and cover letter to: [info@svdpomaha.com](mailto:info@svdpomaha.com) with "Pantry Operations Manger" in the subject line.