



Orange Food Pantry Coordinator

Job Summary: Franklin County Community Meals Program (FCCMP) is seeking a part time Pantry Coordinator to oversee its Orange Food Pantry in Orange, MA. This role includes but is not limited to overseeing food ordering and donations, interacting with clients, overseeing volunteers and pantry assistants, maintaining inventory, gathering data and ensuring the community is fed through in house and outreach programming on a weekly basis.

Franklin County Community Meals Program (FCCMP) is a 501c3 non-profit whose mission is to work in partnership with the community to alleviate hunger. FCCMP programs include 4 free community meal sites in Greenfield, Turners Falls, Orange, and Northfield, the Orange Food Pantry, and monthly Mobile Food Bank in Turners Falls. FCCMP's vision is to foster an empowered community who work together to address food insecurity while building systems and infrastructure to holistically address hunger. FCCMP values the inherent dignity and worth of each person while building a community that is inclusive, formed in mutual respect and motivated by the power of collaboration. By uplifting and strengthening one another we endeavor to dismantle barriers to food resources and build food security for all.

Job Description:

The duties and responsibilities of this position include but are not limited to the following:

Duties Include

- Operate Orange Food Pantry every Thursday 10:00 – 3:00 and additional days and hours as needed around holidays
- Interact with pantry guests including completing their required paperwork/data entry
- Place weekly Orange Food Pantry order with Food Bank of WMA
- Place Food Bank of WMA orders for Orange meal sites and pantry pop up tables at meal sites as needed
- Help unload delivery van at Orange Pantry each Wednesday and arrange for volunteers to pre-pack boxes and bags for distribution
- Weekly pick up at BJ's and Big Y in Greenfield
- Oversees and If needed, weekly pick-up at Hannaford (Monday and Wednesday), Walmart Superstore in Orange (Monday and Wednesday), Quabbin Harvest and Cumberland Farms Store (Wednesday)
- Oversee Orange Pantry Outreach Programs
 - Manage household delivery program
 - Coordinate and distribute monthly food distribution to the Winslow Building in Greenfield
 - Coordinate and distribute weekly food distribution to Redbrook Village Apartments
 - Support Program Coordinator in overseeing pop-up pantries at Greenfield and Orange Meal Site
- Order supplies as needed via Program Coordinator. Provide all receipts to Executive Director
- Deliver recyclables to Greenfield transfer station or other appropriate site, as needed
- Data Collection and Aggregation
 - Participate in compliance with Community Action (CAPV) reporting. This includes but is not limited to:
 - Intake form creation and use

- Data tracking and filing in CAPV provided excel spreadsheet
 - Provide reports as necessary for executive director
 - Provide monthly reports to CAPV using excel spreadsheet
- Collect data regarding food in and food out, providing annual report to Executive Director
- Submit Agency Retail Pickup Reports to Food Bank
- Submit Monthly Program Statistical Reports and USDA reports to Food Bank
- Pick up food donations from farmers and local gleaning groups, as needed
- Pick up and coordinate food donations from local churches, civic groups, and others
- Inventory Orange Food Pantry
- Supervise pantry assistants and volunteers
- Ensure respect, integrity and inclusivity are present in every action, communication or behavior when working and representing FCCMP. While working for FCCMP, staff are representing the values of FCCMP.

Knowledge and Abilities Needed

- Must follow proper food handling, safety and sanitation standards and techniques
- Must complete accurate inventory and record keeping procedures
- Must be able to analyze interactions among and between guests and volunteers accurately and adopt an effective course of action to ensure they remain positive and respectful.
- Additional knowledge and abilities
 - Data collection
 - Email
 - Excel, Word and Google.Doc

Compensation includes

- Hourly pay at \$18/hour
- Hours not to exceed an average of 20/week
- Mileage reimbursement of \$.625/mile not to exceed 90 miles per week

Terms of employment

- Employee performance review will be done by the executive director at 6 months and then annually thereafter
- If any review necessitates changes, a performance improvement plan will be instituted by the executive director and followed up by the employee and the executive director.
- Maintain email correspondence with FCCMP staff and executive director
- Attend monthly supervision meetings with executive director and attend staff meetings when scheduled
- Employment is an At Will position and may be terminated by the employer (FCCMP) with written notice.
- Employee must give the employer four weeks' notice in writing if leaving this position.

To Apply: Submit resume and cover letter to info@fccmp.org or mail applications to FCCMP; PO Box 172 Greenfield, MA 01302. Applications accepted until the position is filled. Prompt applications encouraged.

FCCMP is an equal opportunity employer. FCCMP will not engage in discrimination against or harassment of any person employed or seeking employment with FCCMP on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or other characteristics protected by law. We are committed to fostering a diverse and inclusive environment.



Partner Agency