



HEALTHY NEW ALBANY

Position: **Pantry Coordinator**

Status: **Part-Time, Non-Exempt**

Healthy New Albany

Healthy New Albany (HNA) is a non-profit organization dedicated to cultivating and inspiring healthy living. The organization oversees a thriving farmers market and community garden, food pantry, hosts the New Albany Walking Classic, and offers regular, year-round health-based community programming and education. Healthy New Albany is located in the Philip Heit Center for Healthy New Albany.

The Pantry Coordinator will be responsible for supporting the day-to-day operations of the Healthy New Albany Food Pantry. The New Albany Food Pantry is open for shopping two weeks a month serving approximately 170 families each week. We also have occasional special programs for our clients. This position requires frequent contact with staff, volunteers, vendors, clients and the general public. A successful candidate will be caring, compassionate and willing to serve others with a sense of hospitality and enthusiasm.

Key Attributes

- Dedicated to advancing the mission of Healthy New Albany.
- Adaptable, action-oriented, and collaborative spirit.
- People person: enjoys building relationships with community members and partners.
- Works in a manner consistent with Healthy New Albany values.
- Self-starter who can work independently and as part of a team.

Operational

- Supervise and/or work alongside volunteers in pantry stocking, truck unloading, and other volunteer shifts
- Supervise and/or work alongside volunteers at 2-4 Open Pantry Shifts per Month
- Revamp and maintain food donation calendar and outreach to new groups and businesses for donation drives
- Assist Pantry Manager with volunteer staffing and special programs as needed
- Performs other support related duties as assigned.



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Physical Requirements

- Ability to lift up to 50lbs.
- Must be able to climb stairs and carry boxes up to 25lbs up and down stairs
- Frequent bending and lifting required.

Minimum Qualifications

- 1-3 years of customer service experience required.
- Excellent verbal and written communication skills.
- Skilled in Google Workspace: Google Docs, Google Sheets, Gmail, etc.
- Basic math skills
- Comfortable leading groups of volunteers
- Flexible schedule
- Must be able to work evenings and weekends as scheduled

Employment Terms

- Approximately 10/hrs per week with flexibility based on pantry needs
- Admin support hours can be done remote at any time
- Additional hours both at pantry and remote are also available to cover staffing shortages due to vacations
- Hours:

Off Pantry Weeks (Typically 1st and 3rd week of month):

- 10:30-4:30 pm Tuesdays
- 9:30-12:00 pm Fridays

On Pantry Weeks (Typically 2nd and 4th week of the month):

- Wednesdays 8:30-12:30 pm
- 1-2 shifts per pantry week of these four shifts
 - Wednesdays 3:45pm-7:15pm
 - Thursdays 3:45pm-7:15pm
 - Fridays 3:45pm-7:15pm
 - Saturdays 8:30-12:15pm

This is an hourly position paid at \$20 per hour. This position does not include health insurance or retirement benefits.

Healthy New Albany is fair and equal in all of its employment practices for persons without regard to age, race, color, religion, gender, national origin, disability, veteran status or sexual orientation. Additionally, we embrace diverse teams & perspectives, and find strength in the diversity of cultural backgrounds, ideas, and experiences.