



Pantry & Warehouse Coordinator Application Packet

About Hunger Fighters Oregon

Mission

Our mission is to provide reliable access to nutritious food and essential hygiene items in an inclusive, accepting environment in Lake Oswego.

Vision

A future community where no neighbor faces food insecurity.

Values

Hunger Fighters believes in:

- Equity, empathy and respect for all
- Sustainability and understanding our impact on the world around us
- Inclusivity and acceptance of all people without judgment
- Promoting youth volunteerism and helping them understand the need in our community
- Education and advocacy for food insecure individuals & families
- Emphasis on nutrition & health in food assistance
- Community-oriented service to others
- Actively working to bring down barriers to food assistance and root causes of food insecurity

Community Activities

- Weekly distribution of food and personal hygiene items to community members
- Food drives with local schools, businesses and organizations
- Gleaning activities from local stores, restaurants and farms
- Client-focused programs and initiatives to ensure that the services we provide are most beneficial to our community
- Focused outreach to ensure we are reaching any community member who requires assistance

Join Us

Follow us on social media to find out about upcoming activities and events. Check out our website at www.hungerfightersoregon.org. Follow us @hungerfighters on Facebook and Instagram or email us at info@hungerfightersoregon.org



Job Title: Pantry & Warehouse Coordinator

Reports to: Executive Director

Time: 20 hours per week

Compensation: Hourly rate of \$20/hr

JOB OVERVIEW

Under the direction and supervision of the Executive Director, the Pantry & Warehouse Coordinator will be responsible for the overall management of the Hunger Fighters Oregon food pantry and warehouse operations. The sole priority of this position is ensuring that the Hunger Fighters food pantry is optimally prepared to serve the community on the three days per week that we are open for shopping.

ESSENTIAL RESPONSIBILITIES & DUTIES

- Overall maintenance of pantry inventory of essential food, hygiene items and cleaning supplies. This involves placing orders with local stores and online vendors, physically picking them up if needed, and managing the intake process for purchased items.
- Support intake of large food drive donations (sorting, labeling by expiration date, reshelving/storage, preparing any redonations).
- General pantry maintenance including reshelving, monitoring perishable items, light cleaning, garbage/recycling, portioning/repacking pantry items (e.g. garbage bags, tea, laundry pods).
- Monitor and maintain all general supplies needed for operation of the pantry and shop-in days. This includes general office and inventory management supplies as well as bags and other items for shop-in.
- Assist with cycle counting for inventory management.
- Oversee general organization of surplus storerooms to ensure inventory visibility, proper storage and labeling, and optimal storage of items.
- Occasional printing and photocopying of routine paperwork and forms.
- Under executive director supervision, work alongside and provide basic guidance to pantry support volunteers to complete regular inventory and pantry management tasks.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

This is a physically demanding job that requires regular lifting (~30lbs), moving, loading and unloading, and working in a small warehouse without climate control. Candidates should be comfortable on their feet for multiple hours at a time. Must have a valid drivers license and reliable transportation that can transport large orders/boxes. Responsibilities will include purchasing and shared access to budgeting/expense tracking. Flexible schedule and distribution of hours, but must be available at least one morning between Monday-Wednesday and one weekend day. Minimum shift length of three hours. Age 18+ only.

QUALIFICATIONS

Candidates should be detail oriented with a knack for organization. Ability to perform under time-sensitive conditions and a high tolerance for the process of creating order in a hectic environment. Strong interpersonal



skills and ability to represent Hunger Fighters in a warm, professional manner. Warehouse experience is helpful but not required. Fluent in English; second language preferred but not required.

EQUAL OPPORTUNITY EMPLOYER

Hunger Fighters Oregon is an Equal Opportunity Employer, and we encourage applications from candidates who can contribute to the diversity of our organization.



Pantry & Warehouse Coordinator Application Form

Candidate Information:

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____

City: _____ Zip: _____

Preferred Phone Number: _____

Email: _____

Are you a US citizen or otherwise authorized to work in the US (I-9 Eligibility form will be required for employment)? YES NO

I am available to work 20 hours a week, and I understand weekend or evening work is required a few times a month. YES NO

I understand that a background check will be conducted prior to hiring. YES NO

Work & Volunteer Experience

PLEASE ATTACH A RESUME TO THIS APPLICATION BEFORE SUBMITTING.

Current position and/or employer: _____

Please describe your relevant experience and/or employment.



Please list prior experience serving in other non-profit organizations:

Hunger Fighters Service

Have you volunteered with Hunger Fighters Oregon before? If so, please elaborate. Feel free to include volunteers you have worked with or leadership experience within the organization.

References

Please provide 2 references.

Reference #1: Name: _____ Phone _____

Email address: _____

Reference #2: Name: _____ Phone _____

Email address: _____

Signature (your printed name below will be considered your signature)

Name: _____ Date: _____

Please return the completed form and RESUME to Hunger Fighters Oregon by email to Molly Rodrigano mrodrigano@hungerfightersoregon.org by the application deadline.