

**Food Pantry Manager**  
Milwaukee Christian Center



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Interested candidates should email a brief cover letter and resume to [mcchr@mccwi.org](mailto:mcchr@mccwi.org)  
Position open until filled.

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The Food Pantry Manager leads all food pantry operations while creating connections to health, wellness, and economic improvement opportunities for community members. The ideal candidate will love community, communicate with dignity, maintain a cleanly and organized operation, and build strong relationships with clients, volunteers, and partners. This role is responsible for daily pantry operations, coordination of volunteers supporting the pantry, and for connecting the community served to additional health, wellness, and self-sufficiency opportunities.

**MCC Food Pantry**

MCC believes strong neighborhoods have access to healthy food. MCC's Food Pantry provides food to 1,000+ adults and children each month, and connects families to supports needed to become self-sufficient.

Reports to: Executive Director

Schedule: Fulltime position; occasional weekend and evening commitments

Pay Rate: \$40,000-46,000/annually, based on experience

Benefits: Health and dental insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match, generous paid time off package starting at 20 days per year for full-time employees and 12 paid holidays, phone/technology stipend for eligible positions, and expansive employee assistance program.

Duties and Responsibilities Include:

1. Build strong relationships with clients, broader community, partners, and funders.
2. Manage daily food pantry functions including: client intake assessments, packaging of 3-day food supply for distribution, distribution of stock boxes for elderly and other qualifying clients, supervision one part-time assistant and volunteers
3. Stock and maintains food pantry; manages ordering from Hunger Task Force; solicits food donations from community sources
4. Implement safety policies and procedures as enforced by Hunger Task Force, Wisconsin Department of Agriculture, and USDA.
5. Maintain a cleanly, accessible, and organized pantry.
6. Maintain accurate records/database for all food pantry programming; reports data to partners as requested.
7. Recruit, train, and supervise volunteers to support food pantry operations including business partners, service learners, and individuals in need of community services hours.

8. Build meaningful connections with internal MCC programming and external partners in effort to identify what people's needs are in addition to food and to connect people to opportunity.
9. Recruits partners to offer services to pantry clients, including tabling during pantry hours, making direct referrals, etc.
10. Collaborates with Development Department on funding proposals and reporting.

Qualifications Desired Include:

1. Ability to greet community with a welcoming attitude and communicate with dignity.
2. Bilingual (Spanish/English) language skills preferred.
3. A combination of experience and interest in one or more of the following: food security, human/social services, community building, health and wellness
4. Experience coordinating services, tracking data and completing reports.
5. Ability to lift up to 25 lbs regularly; receive, sort, and distribute food and basic need supplies
6. Sense of organization; ability to track donations and distribute to community in an efficient fashion and maintain a cleanly, organized space
7. Ability to build strong relationships.
8. Able to collaborate with diverse team of clients, staff, partners, and volunteers.
9. Continuous improvement mindset, love of community, and an understanding of individual and community development.
10. Valid driver's license, ability to drive 15 passenger vans safely

Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

MCC's Food Pantry is located at Milwaukee Christian Center's main site, and is an active space for clients, volunteers and partners. This position is also expected to travel to partner sites throughout Milwaukee occasionally.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.