one22
RESOURCE CENTER

Food Assistance Specialist

JOB SUMMARY
The Food Assistance Specialist manages inventory of the One22 Food Assistance program at the Jackson Cupboard and supports the overall operations of the Jackson Cupboard.

They professionally represent the mission, vision, values and ethics of One22, and work as part of the Food Assistance program with support from the Associate Director of Food Assistance and Food Assistance Coordinators.

Hours: Part-time, weekday morning availability is required. 18-25 hours per week

Duties & Responsibilities

Inventory and Receiving

- Receive and review inventory to stock the Jackson Cupboard and satellite cupboards.
- Arrange inventory and stock; assist with organizing and merchandising to create an attractive shopping experience.
- Enter and maintain accurate inventory in SmartChoice pantry software shopping platform.
- Perform inventory control audits with regularity.
- Receive and enter in-kind donations, when necessary.
- Work closely with volunteers, including delegating tasks.
- Assist with the operations and inventory management of food drives.
- May pick up inventory, including but not limited to Hole Food Rescue or other vendors as needed.

Operational Support

- Monitor and address facility maintenance and needs. Coordinate with vendors as needed, including but not limited to cleaning services, repairs, maintenance, recycling, trash, compost and company truck maintenance.
- Adhere to and update Standard Operating Procedures (SOPs) to improve efficiency and maintain consistency.
- Oversee satellite cupboards at host facilities through partner communication and coordination; may stock satellites as needed.
- Track donations and weights in the CRM platform (Salesforce) to ensure accuracy.
- Provide support as needed on special projects.

Qualifications

Experience and Education

- Prior experience in inventory, food services or human services preferred
- Moderate technology proficiency or willingness to learn

Skills and Characteristics

- Bilingual in Spanish and English preferred
- Ability to lift 40-50 pounds
- Very high attention to detail
- Organizational skills
- Emotionally mature and self-reliant
- Ability to work collaboratively with others and be a “team player”
- Desire to learn and improve
- Ability to set personal and professional boundaries
- Creative and critical thinker
- Excellent communication skills

Supervision

This position reports to the Associate Director of Food Assistance.

To apply, please submit a resume and cover letter to Kiersten@one22jh.org.