



Inventory and Online Market Pantry Coordinator (full time)

Position Summary

The Inventory and Online Market Pantry Coordinator (“Coordinator”) supports the Inventory and Online Market Manager (“Manager”) in the distribution and warehouse maintenance of WSCP’s Online Market Program and warehouse operations. The Coordinator is primarily responsible for maintaining proper food inventory levels for the Online Market; overseeing, preparing and distributing online orders, and assisting with inventory management in WSCP central warehouse.

The Coordinator provides services to our neighbors with compassion, dignity and respect. This position reports to the Inventory and Online Market Manager.

Essential Job Functions

Online Market

Oversee order fulfillment for all Online Market Programs including printing orders, picking and packing orders and canceling orders using PantrySoft software.

Oversee culling and restocking of produce and ensuring perishable product is brought to and from the Online Market as needed.

Help oversee daily operations of Online Market.

Serve as point person for remote site deliveries including DoorDash.

Train and supervise volunteers including welcoming, planning jobs and assigning tasks.

Maintains a safe, secure and healthy environment including adhering to NIFB agency requirements.

Food Inventory & Warehouse

Learn standard pantry operating procedures for receiving food deliveries and donations including weighing inventory and written documentation.

Assist with coordination of incoming inventory to ensure both Online and In-Person Markets maintain proper inventory levels.

Oversee inventory movement between Online Market and Warehouse including the use of manual and battery powered pallet jacks and walkie stackers.



Learn standard pantry operating procedures for disposing of inventory including weighing trash and managing Organix recycling.

Coordinate with Manager to add new inventory to PantrySoft for online orders.

Point person for daily incoming inventory tracking and communication to Manager. Raise product category shortages to Manager.

Drive WSCP van or truck to pick up donations or drop off online orders at remote locations as needed.

Assist with the loading and unloading of trucks as needed.

General

Mediate issues that may arise with clients or volunteers as it relates to client service, pantry operations or order fulfillment. Escalate issues to Manager or Director of Pantry Operations as needed.

Attend staff meetings, required trainings, and pantry's major fundraising events as needed

Performs other duties as assigned by the Manager or Director of Pantry Operations

Qualifications

High school diploma or equivalent experience

Charitable food experience as a staff member or volunteer preferred

Ability to work with minimal direction

Ability to use various computer software programs

Strong problem-solving skills

Ability to manage multiple projects with attention to detail

Ability to work with people in a professional manner

Ability to be open minded to new works ideas and methods



Strong organizational and planning skills

Ability to drive a cargo van and box truck. A valid driver's license is required and clean driving record. Must be 25 years or older to be covered by WSCP insurance policy. (CDL is not required.)

Ability to operate manual and powered pallet jacks and lifts. (Training available.)

Ability to stand for prolonged periods of time; lift up to 25 pounds and push/pull carts up to 250 pounds.

Additional Information

This position is full-time, non-exempt, 40 hours per week with a Tuesday-Saturday work week. The regular weekly schedule is: Tue: 7:00-4:00; Wed: 7:30-4:30; Thu: 7:00-4:00; Fri: 8:30-4:30; Sat: 7:00-2:30pm with 30 minute unpaid lunch break.

WSCP offers primary holiday and paid time off for all full-time employees. WSCP offers medical, dental, and vision insurance. We also offer a Simple IRA plan.

To apply, submit your resume via email, mail, or in-person to Christine Penn, cpenn@wscpantry.org or 6809 Hobson Valley Drive-#118, Woodridge, IL, 60517.

WSCP is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.