

The Site/Food Pantry Coordinator will have primary responsibility for the day-to-day operations at assigned Older Adult Active Living Center. The SC will develop and implement a variety of activities within the center in accordance with the Allegheny County Area Agency on Aging's Performance Based Contracting and Tier formula. The SC will monitor and track all participants and activities at the center.

Essential Job Duties:

- Conduct supply and food inventory, order as necessary to prepare for distribution and shop through day(s).
- Implement and modify, as needed, shop-through and food box distribution procedure(s) for the Food Pantry. Develop and plan activities for participants
- Track, compile and monitor attendance and tier participation
- Increase Average Daily Participation and understand the reasoning to do so
- Input of all new intakes and statistics into data system(s) in a timely manner
- Assist in the serving, recording and ordering of lunch meals
- Prepare and submit all end-of-month reports
- Engage in Outreach activities in the community

Required Qualifications (Education/ Skills / Experience):

- High School Diploma, plus two (2) years of work experience in a community setting.
- Basic computer skills are required along with good communication and people skills.
- A valid driver's license and an automobile for agency business, owner and driver of the vehicle must carry the minimum insurance coverage as determined by the agency and must submit proof of coverage.

Preferred Qualifications (Education / Skills / Experience)

- Associate degree from an accredited institution
- Knowledge of programs serving older adults and the needs of older persons is highly desirable.

Traits / Characteristics:

- Strong time management skills
- High ethical integrity
- Ability to effectively communicate both orally and written

Technology / Certifications / Other:

- Within 3 months of hire, must receive training and certification for basic first aid, CPR, and AED.
- Completion of a Serve Safe/Food Safety Course is also required, said certifications must be kept current for the length of employment.

- Individuals must have a clean criminal history clearance report from the PA State Police or FBI along with a clean driving record.

Job Type: Part-time

Pay: \$11.00 - \$13.00 per hour

Expected hours: 25 per week

Benefits:

- Paid time off

Schedule:

- Day shift
- Monday to Friday

Work Location: In person