



## Food Program Supervisor

<b>Job Title:</b>	Food Program Supervisor
<b>Supervisor:</b>	Director of Operations (DOO)
<b>Classifications:</b>	Part Time preferred: 25 hours per week; Monday and Tuesday Required. Potential for Full Time
<b>Pay:</b>	\$30 - \$35 per hour based on experience, plus generous benefits package

### ***Job Description:***

The Food Pantry Coordinator will maintain efficient and smooth operation of the physical jobsite and oversee the day-to-day operations of the food distribution. The position requires frequent contact with staff, volunteers, vendors, and clients.

### ***Supervisory Responsibilities:***

- Facilities Manager in coordination with DOO

### ***Duties/Responsibilities:***

- Coordinate and participate in Greater Boston Food Bank (GBFB) pickups and deliveries to six of the nine LCOC food pantries.
- Implement standardized operations of nine LCOC food pantries
- Assist in design and implementation of broader food delivery program
- Ensure assigned equipment is in proper working order and available for use.
- Maintain physical space, ensuring a safe, clean, and functional environment.
- Develop and implement preventive maintenance schedules for building, equipment, and vehicles.
- Ensure safety standards are followed throughout the facility in compliance with SERV Safe, Board of Health, and GBFB inspection requirements.

### ***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Fundamental knowledge of computer usage including Microsoft Office to create and maintain reports and logs.
- Excellent organizational skills and attention to detail.
- Flexibility and willingness to implement varied programs throughout the year.
- Proven ability to work effectively independently and as part of a team.

### ***Education and Experience:***

- At least two years of related experience preferred.

### ***Physical Requirements:***

- Prolonged periods of standing and walking.
- Must be able to lift 50 pounds or more, repeatedly, as required during the food distribution from GBFB Harwich and Boston.
- Must be able to drive pick-up truck and box truck.



## Food Program Supervisor

- Must be able to bend, lift, stretch, and climb, to maintain equipment and buildings.
- Must be able to perform work in a variety of weather conditions.

### Additional Information:

Pay is \$30 - \$35 per hour, 25 hours per week, based on experience. Benefits include, but are not limited to, QSEHRA health plan, 401(k), 35-hour work week, generous paid time off, a flexible schedule, and a supportive team environment.

How to apply: Please email your resume and cover letter to [katie@lcoutreach.org](mailto:katie@lcoutreach.org).

If your work experience and qualifications best match the position, you will be contacted for an interview. The Lower Cape Outreach Council is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to providing employees with a work environment free of discrimination and harassment. All employment decisions at the Lower Cape Outreach Council are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other characteristic protected by law. The Lower Cape Outreach Council will not tolerate discrimination or harassment based on any of these characteristics. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.