



Central Iowa Shelter & Services Employment Opportunity

Position Title: Food Pantry Coordinator

Classification: Full-Time (40 hours/week), Non-exempt

Office Location: 1420 Mulberry Street, Des Moines, IA 50309

Reports to: Programs Manager

Position is open until filled. Interested candidates should send cover letter, resume, and salary requirements to: jalford@centraliowashelter.org

Organization Overview: Since 1992 Central Iowa Shelter & Services' mission is to provide low-barrier shelter, meals and support services at no cost to adults experiencing homelessness and to facilitate their move toward self-sufficiency. Approximately 2,000 women and men experiencing homelessness have received emergency shelter and supportive services to help them move beyond homelessness each year.

In September 2012, CISS opened its new facility. The facility grew from being 8,000 square feet and 96 beds to 207 beds and 42,000 square feet. It is equipped to provide expanded emergency shelter (150 beds); expanded transitional housing for Veterans (19 rooms); and 38 Project Based Section 8 Voucher efficiency apartments. Along with expanded housing capacity, CISS also provides an on-site health clinic, food pantry, clothing closet, classrooms, and a 30-foot growing dome.

All guests and residents are provided evening and breakfast meals; access to shower and laundry facilities, a weekly medical clinic, and group counseling; as well as individualized case management, life skills instruction, and referrals to other community services/benefits. Programming continues to evolve to meet emerging homeless and community needs.

Position Overview: Central Iowa Shelter & Services seeks a responsible and friendly Food Pantry Coordinator to oversee the operation of the Central Iowa Shelter & Services food pantry. This individual will represent Central Iowa Shelter & Services in a professional manner, maintaining the highest standards of behavior, detail orientation, collaboration and work ethic.

Duties/Responsibilities:

- Network with other agencies regarding food pantry best practices.
- Facilitate and operate the food pantry by assisting clients in filling their monthly food box, obtaining emergency food, and ensuring the food supply is fully stocked.
- Prepare and submit Des Moines Area Religious Council orders and reports regarding the food pantry.
- Organize and monitor Food Rescue efforts. Engage additional Food Rescues partners (restaurants, caterers, businesses, etc.). Ensure Food Rescue partners are supported by the agency.
- Develop, implement, and facilitate inventory system for all CISS food storage including kitchen and food pantry.
- Coordinate food inventory needs with Kitchen Coordinator and Mulberry Farms and Food.
- Track and maintain inventory of all Food Rescue donations and develop schedule to ensure all Food Rescue donations are fully utilized by kitchen or food pantry.
- Supervise food pantry volunteers during food pantry hours of operation.

Qualifications, Experience and Abilities:

- As a prerequisite, the successful candidate must believe in the core values of Central Iowa Shelter & Services and be driven by the mission of the organization.
- Strong management skills including planning, coordination and supervision are required.
- Ability to perform physical work, including working in outdoor elements and lifting up to 50 lbs. unaided is required.
- This position will require a highly organized individual, with excellent follow up skills as well as the ability to overcome objections and obstacles in the pursuit of success.
- Experience working with one or more of the following: individuals experiencing homelessness, mental health related issues, substance abuse, domestic violence, HIV/AIDS related issues, and with those living in poverty preferred.
- Superior one-on-one interpersonal communication skills, including ability to foster confidence and trust, listen sensitively, and respond appropriately.
- Must possess valid Iowa Driver's license as at times the successful candidate may drive a CISS vehicle.

- Ability to establish and maintain professional boundaries in working with clients, volunteers and donors.
- Excellent written and verbal skills in the English language.
- Demonstrates a positive attitude, self-motivation, organization, and resourcefulness while maintaining a reputation through proven action of being client oriented.
- Must be able to work in a fast paced team environment with high expectations and focused on a process of continuous improvement.
- Ability to work well under stressful conditions, negotiate different personalities and work under competing priorities while managing a variety of tasks.
- Must be prompt and dependable.
- Able to work with minimum day to day supervision.
- Minimum of a two year Associate degree.
- Availability to work regular weekends is required.
- Successful candidate must possess a positive attitude with a passion for helping vulnerable populations

Preferred Qualifications:

- Bachelor's degree preferred
- Bilingual English-Spanish speaking
- Experience with inventory systems and logistics

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.