



Choice Pantry Inventory Associate

Location:
Lawrenceville, NJ (primary)

Position Type/Classification:
Full-Time / Non-Exempt

Reporting To:
Client Services Manager

Compensation/Salary Range:
\$22/hour

Organization Overview

Since its inception over 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective

The HomeFront Resource Network Team believes that families need basic necessities to live a life with dignity. The Resource Network team works together to provide these items to HomeFront families by harnessing the resources of our community. The Resource Network team treats all clients, donors, colleagues, and volunteers with respect and values the important role each plays in making the Resource Network possible.

HomeFront serves thousands of families a year that are seeking the wide range of support services that HomeFront offers, with food being at the forefront of basic necessities we offer. The Choice Pantry Inventory Associate is essential to ensure smooth effective service to clients. This role will be hands-on in overseeing the daily operations of the Choice Food Pantry while ensuring trauma-informed service to all families seeking our assistance. The Choice Pantry

Inventory Associate is also pivotal in maintaining the behind-the-scenes operations of our food pantry and food outreach efforts, ensuring proper inventory and organization of food and essential items. They will also work closely with leadership to develop and maintain food access programming.

Work Schedule: Monday 9am-5pm, Tuesday 9am-6pm, Wednesday-Friday 9am-5pm
Work Schedule is subject to change based on client/agency needs in the future.

Essential Functions

- Greet and support clients in navigating the Choice Food Pantry and answering any questions or concerns
- Support front desk operations and client in-take during pantry distribution
- Work with leadership and food pantry volunteers to maintain accurate inventory of HomeFront's main sources of food: from our food bank, donated food, and purchased food
- Ensure volunteer coverage of all needed areas during client shopping hours and oversee Choice Pantry volunteers during shopping to ensure efficiency and trauma-informed service
- Distribute pre-packed bags of food, diapers, hygiene items, and other available items to external partner agencies
- Work with Resource Network leadership to assist with maintaining overall operations of food pantry, including preparation of food bags and supplies for HomeFront's FreeStore, pop-up food pantry, and other food outreach efforts
- Further expand possibilities for client choice
- Ensure pantry is ready for client shopping days, ensuring the pantry restocked with all items given out during distribution (food, hygiene items, personal care items, diapers, wipes), including preparing and bagging meat, fresh produce, baked goods, and other extra items
- Work with colleagues to maintain awareness of inventory levels of hygiene items, diapers, and other non-food items
- Maintain order, organization, and cleanliness of food pantry and client shopping area, including, but not exclusive to: collecting shopping carts from the parking lot, moving and re-arranging food pallets, and moving cases of food items
- Sort and organize food donations, baby formula, baby food, fresh produce, baked goods, and other food items, checking expiration dates and assuring quality
- Maintain proper temperatures and cleanliness of food pantry refrigerators and freezers
- Assist with the stocking and distribution of items from the "Bonus Room"
- Maintain accurate client records through files and database entry
- Complete monthly food inventory reporting
- Facilitate HomeFront's monthly Hamilton pop-up food pantry and other food outreach efforts

Required Qualifications

- Bilingual (English/Spanish)
- High School Diploma

- At least of 3 years of paid employment experience post-High School
- Excellent verbal and written communication skills, bi-lingual / Spanish or Haitian Creole preferred
- Time management and multitasking ability given frequent interruptions and high demand for service
- Ability to de-escalate crisis situations and serve clients experiencing difficult personal emergencies with patience, compassion and a trauma-informed approach
- Computer literacy/intermediate Microsoft Office skills
- Ability to establish professional, productive working relationships with colleagues, partners, and members of the community
- Comfortable with serving persons of various diverse backgrounds

Preferred Qualifications

- Food service or inventory skills
- Food-handling and safety experience
- Significant customer service experience
- Warehouse experience
- Experience managing high-stress situations

Physical Demands:

- Must be able to walk, stand and sit for long periods of time
- Must be able to walk up and down several flights of steps
- Significant physical demand - frequently lift and transport up to 75lbs with assistance

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or change at any time.

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