



Chatham Outreach Alliance, Inc.
PANTRY MANAGER-SILER CITY
Job Ad

Job Posting: Pantry Manager – Siler City

CORA (Chatham Outreach Alliance) is hiring a **Pantry Manager** for our Siler City location. CORA is a non-profit organization that provides nutritious food to community members facing food insecurity. Founded in 1989, CORA has served the community with kindness, compassion, and dedication to ensure that families in need do not experience hunger.

This role oversees pantry operations, including facilities, inventory, logistics, and volunteer management. The Pantry Manager ensures food safety and compliance with Food Bank of Central and Eastern NC standards while fostering positive relationships with community partners.

Key responsibilities include managing day-to-day pantry operations, maintaining Siler City-based facilities and assets, recruiting and retaining volunteers, engaging in community outreach, and supporting CORA's mission to fight hunger in Chatham County.

Candidates must be fluent in Spanish. Candidates should have excellent written and verbal communication skills and be able to represent CORA professionally. Candidates must also be comfortable working independently while juggling and prioritizing a variety of tasks. Candidates must also be able to perform a variety of physical tasks such as lifting 40+ pounds and/or standing for long periods of time. A college degree along with retail and/or food service experience is preferred. CORA provides excellent benefits. The hiring range for this position is \$48,000+ per year. Please send cover letter and resume to melissa@corafoodpantry.org. A full job description is attached.

Salary: \$48,000–\$52,000 annually with excellent benefits.

Apply today to make a meaningful impact in your community!



**Chatham Outreach Alliance, Inc.
PANTRY MANAGER-SILER CITY
Job Description**

Job Title: Pantry Manager – Siler City
Classification: Full-Time-40 hours, Exempt
Reports to: Systems Director

CORA (Chatham Outreach Alliance) is a non-profit organization that provides food to Chatham County residents during periods of financial difficulty. Founded in 1989, CORA has served the community with kindness, compassion, and dedication to ensure that families in need do not experience hunger.

Position Summary

The Pantry Manager – Siler City is responsible for overseeing Pantry operations in the general areas of the Pantry, facilities, inventory, logistics, and site-specific volunteer management. The Pantry Manager - Siler City works with the operations team staff to ensure food safety and compliance with Food Bank of Central and Eastern NC standards.

The Pantry Manager - Siler City is responsible for fostering and maintaining positive relations with all current and future partners essential for CORA's success.

Duties and Responsibilities

Capacity Building

- Work closely with operations team to develop, implement, and update sound operational plans with goals and objectives to achieve outstanding Pantry service and overall organizational strategic goals.
- Assist in the continuous development and improvement of organizational processes.

Compliance

- Maintain authority for the administration of all Feeding America and Food Bank of CENC requirements; USDA TEFAP, CSFP, and SFSP requirements; and all other Federal, State, and County governmental agency requirements pertaining to operational compliance, health, and safety as they relate to the Siler City Pantry. Ensure timely and accurate reporting, compliance, and record-keeping. Work in concert with the Pantry Manager - Pittsboro to determine that goals to maintain compliance are met.

Daily Pantry Operations

- Supervises activities of all onsite Pantry Assistant and volunteers.
- Maintain Siler City-based facilities, buildings, equipment, and assets in proper working condition including but not limited to trucks, offices, shopping floor, electronics and communications systems.
- Responsible for overseeing all onsite inventory management and food acquisition in collaboration with the Pantry Manager – Pittsboro and the Systems Director.
- Plan projects that utilize strengths of volunteers and ensure volunteer coverage to manage client in-take and Pantry management functions.

- Manage organization of all Siler City Pantry materials, forms, and reports. If necessary, coordinate with other CORA staff to translate into Spanish as needed.
- Maintain proficiency with any client in-take system and the volunteer management system.
- Ensure Pantry operations activities are within budget, practice maximum resource utilization, and maintain a positive financial position.
- Keep track of and maintain appropriate inventory of Pantry food and all Pantry-related supplies.
- Oversee, maintain, and promote a safe Pantry environment.
- Maintain positive and productive relationships with existing food Pantry vendors. Endeavor to identify and develop relationships with new vendors.
- Track, record, and report all food donations and Siler City - Pantry-related food purchases on a monthly basis.

Volunteer Recruitment and Management

- Coordinate, oversee, and continually improve upon volunteer process, from recruitment and training to materials and compliance, and appreciation and sustainment;
- Proactively initiate the planning and scheduling of volunteer training and the creation of up-to-date training materials for Siler City-based volunteers;
- Recruit, schedule, train, and maintain the necessary number of active volunteers for day-to-day activities and for scheduled special events;
- Participate in outreach and engagement opportunities with a focus on recruiting and engaging corporate groups as volunteers and project partners;
- Ensure relevant and frequent opportunities for volunteer engagement events/opportunities, working to strategically build new, diverse, and meaningful volunteer relationships
- Deliver regular training – to include annual mandatory civil rights training - to ensure volunteer effectiveness and proficiency in assigned role(s);
- Work closely with the Pantry Manager - Pittsboro to provide required safety and compliance language and instruction in training and written materials;
- Ensure maintenance/compliance of all volunteer records, waivers, training, etc. on a regular basis;
- Respond to all volunteer opportunity inquiries in a timely manner;
- Develop and maintain relationships with relevant community partners and recruit resources in the community;
- Represent CORA in the community through outreach activities and speaking engagements. Competently present the mission of the organization to include the many ways CORA provide service and provide materials on volunteering and ways to engage;
- Capitalize on opportunities to inform and enrich volunteer, community, and stakeholder knowledge and connection with CORA's mission;
- Coordinate, in collaboration with the Pantry Manager – Pittsboro, volunteer appreciation activities, within budget, including April volunteer appreciation month and end-of-year holiday appreciation event;
- Answer email, phone calls and other communications on a daily basis;
- Demonstrate excellent customer support and service at all times to maintain positive relations between all who visit the pantry and/or at satellite CORA locations;

Administration

- Participate in the creation, review, and/or update of procedures manuals regularly and SOP's to reflect detailed instructions for safety, Pantry opening/ closing, weekend, and inventory.
- Participate in activities that include, but are not limited to, Board meetings, Finance Committee meetings, contract reviews, or other meetings deemed important to the function of the job.

Communications/ PR

- In collaboration with the Pantry Manager - Pittsboro, provide content for an electronic volunteer newsletter on a monthly basis as requested. This will include taking photos and creating short videos to be used in publications and on social media;
- At discretion of ED and Board, represent CORA in the community through outreach activities and speaking engagements.
- Provide relevant, pertinent information to the Development Team and ED upon request.
- Foster a productive, safe, and collaborative environment where all have value and are treated with respect.
- Collaborate with the Development and Communications team by providing updates on noteworthy activities and events, ensuring timely and engaging content for social media and the website.
- Engage with clients to understand their needs and capture stories highlighting CORA's impact. Collaborate with the Development and Communications team so they can create content that humanizes our mission and inspires support.

Qualifications/Experience

MUST BE PROFICIENT IN SPANISH. Must possess excellent written and verbal communication skills and be able to professionally convey a vision of CORA's operational health to relevant stakeholders. Be detail-oriented and have strong interpersonal skills to work with diverse groups of people. Transparent, ethical, and high-integrity leadership skills are necessary. Ability to use MS Excel, MS Word, Google Sheets, and Google Docs. Ability to write reports and correspondence. Ability to answer questions posed by top management officials, public or community groups, and/or Boards of directors. Strong organizational ability to include planning, project management, delegation, and results oversight. Must be comfortable working independently in a fast-paced, rapidly changing environment. This job has a moderate physical aspect associated with the work to include, lifting, sitting, standing, using office equipment, and driving. Must be able to lift 40 lbs repeatedly. An excellent driving record is required as some travel is necessary. A Bachelor's Degree and three or more years in a nonprofit or food service is preferred.

Working Conditions

General office and warehouse environments. Some evening and weekend work required. Some occasional travel required.

Salary and Benefits

CORA provides employer-paid health, vision, and dental insurance, an employer-match retirement program (after one year of employment), short-term disability insurance, 12 days of PTO per year, and 12 regular holidays plus 3 floating holidays. Hiring range for this position is \$48,000 - \$52,000/ year.

Approved by: Melissa Beard, Executive Director

Date: January 2025

The above statements are intended to describe the general nature of the work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

CORA is an equal opportunity employer/ provider and values diversity in the workplace.