Job title	*Food Pantry Manager*
Reports to	*Director of Food Assistance*
Classification	*Nonexempt, Full time*

Job purpose

Come join a team that is making a difference in our community. At BEAM, our work is guided by a shared commitment to our mission and to one another. We seek team members who strive to be humble, driven, and self-aware—bringing initiative, collaboration, and thoughtful awareness to their work and the Beaches Community we serve.

Beaches Emergency Assistance Ministry (BEAM) has been serving Jacksonville's Beaches Community for 40 years. Our programs support low-income hard-working individuals and families, who are often living paycheck to paycheck. One negative life event (job loss, car repair, illness) can derail the household, leading to eviction, utility disruption, and inadequate access to food or medical care. BEAM provides emergency assistance to help people who live or work in the community to get through the rough patch and helps set them on a path to financial stability.

The Food Pantry Manager leads the daily operation, coordination, and continuous improvement of BEAM's food pantry. The position is responsible for ensuring that food assistance services are delivered efficiently and respectfully while maintaining inventory, volunteer engagement, and program effectiveness. Working closely with staff, volunteers, community partners, and clients, the Food Pantry Manager helps advance BEAM's mission to reduce food insecurity and promote long-term stability for individuals and families in the Beaches community.

Duties and responsibilities

- Create, organize, schedule, and supervise food pantry services that assure quality, safety, health, variety, and choice in a dignified environment. Oversee compliance with FNEFL partner requirements.
- Forecast needs and assure BEAM pantries have appropriate inventory based on established food categories and scheduled appointments. This is in coordination with the Food Bank Warehouse Manager.
- In partnership with the Director of Volunteer Services, define volunteer opportunities, train, and retain pantry volunteers.
- Create and maintain pantry schedule communicating with front desk schedulers.
- Define and staff the volunteer schedule for the pantry to ensure adequate support for pantry operations. e.g. shoppers, sorters, reception, clean up, and stockers.

- Create partnerships which bring Nutrition expertise to the pantry including Feeding Northeast Florida and University of North Florida students.
- Assist Director of Food Assistance in the development of Food Pantry budget.
- Manage data collection and reporting procedures to inform senior leadership of program results and to adhere to all funders and partners' reporting requirements.
- Develop and maintain relationships with community organizations, food donors, nutrition partners, educational institutions, faith communities, and other stakeholders who support food assistance efforts. .
- Provides feedback on observations of food pantry needs to Director of Food Assistance.
- With volunteers, accepts pantry deliveries, and move products for stocking.
- Organize boxes, crates, and pallets for pick-ups and returning to food bank.
- Assist with community-based food assistance programs.

Qualifications

- Two or more years of experience in food assistance, warehouse operations, nonprofit services, volunteer management, or related fields
- Strong organizational, time management and communication skills
- Knowledge of local nonprofits and other services for low-income citizens.
- Ability to manage crises and empathize with clients, volunteers, and staff.
- Commitment to the mission of the organization.
- Strong cultural competence: ability to build positive relationships with a wide variety of stakeholders including donors and volunteers for faith-based and grassroots organizations.

Working conditions

- Must have a valid Driver's License.
- Must be able to work on occasional nights and weekends.
- Must be able to work in a fast paced, high-volume environment.
- Will be required to work in very low and very high temperature environments including walk-in freezers and outdoors in summer weather.
- This position requires regular in-person attendance at BEAM facilities.

Physical requirements

- Must have ability to remain in a stationary position for extended periods of time.
- Must have the stamina to use a computer for extended periods of time.
- Must have the ability to move and lift materials up to 50 lbs.
- Must tolerate some bending, stooping, and squatting.
- Ability to use keyboard and telephone unassisted.

Compensation

- $18-20, depending on experience.

Submit cover letter and resume to: food@jaxbeam.