

## Operations Coordinator

Written by GBP Staff

Tuesday, 30 September 2014 12:27 -

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OSHKOSH - The Oshkosh Area Community Pantry (OACP) is looking for a self-starter to coordinate the operations of the pantry. If you are interested in this position, please send your cover letter and resume to [terri@oacptoday.org](mailto:terri@oacptoday.org) . Deadline for applying is October 8, 2014. A valid driver's license is required for this job.

### OPERATIONS COORDINATOR

Summary: Under the direction of the Executive Director, the Operations Coordinator over-sees the warehouse operations of the food pantry. This includes but is not limited to purchasing, cost control, stocking, maintenance, volunteer coordination, reporting, driving, and program management.

#### Essential Duties & Responsibilities:

1. Organize the warehouse for optimal work flow and efficiency
2. Maintain food pantry inventory by placing orders with approved vendors
3. Schedule pick-ups and drop-offs
4. Drive trucks for pickups
5. Manage the distribution of food to registered guests

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6. Coordinate and participate in community outreach projects such as food drives
7. Monitor and request service as needed for pantry vehicles and equipment
8. Provide a clean and safe work environment
9. Implement all pantry policies and procedures
10. Coordinates monthly reports