



Position: Community Market Manager

About Dutchess Outreach: Founded in 1974, Dutchess Outreach's programs consist of emergency relief services, including The Lunch Box, which serves over 600 meals a day, and The Beverly Closs Memorial Food Pantry which serves over 2,000 families per month.

Equal Opportunity Employer Statement: Dutchess Outreach is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and internship.

About the position:

- Full time, benefits eligible
- Reports to Director of Programs
- This position will work on-site in the Food Pantry
- Create and maintain high standards of service, delivery and guest relations.
- Assist clients with emergency food access in a self-choice pantry
- Assist in improving and expanding pantry programming and offerings
- Work with volunteers, staff and others accepting and tracking food and non-food donations, quality sorting and displaying of fresh food donations
- Maintain clean and safe food storage and distribution areas
- Document and inventory deliveries
- Support/organize/manage volunteers
- Conduct intakes and enter client data into database
- Provide language translation for clients/guests
- Keep informed about community services available to meet client needs
- Participate in annual evaluation and set goals annually
- Assist in food rescue as needed
- Other duties as assigned

Requirements:

- Bilingual (Spanish/English)
- Ability to walk, lift and carry 50+ lbs. for extended periods
- Interest in food security and food justice issues
- Valid New York State driver's license and practices safe driving, with limited infractions or accidents in recent years
- Food handling experience

- Strong time management and customer service skills
- Ability to comply with all safe work practices and policies
- Willingness to connect with the guests we serve
- Experience with safely operating large vehicles such as transit vans and pickup trucks

Compensation: Full time, \$25.00-\$29.00 per hour, plus a generous benefits package.
Please send a resume and cover letter to beverly@dutchessoutreach.org with the subject line: Community Market Manager (Food Pantry)

**Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of the qualifications described.*