



Revised 6/3/2020

POSITION DESCRIPTION

Hospitality & Nutrition Coordinator

Send resume and cover letter to: Marc Rittle jmrittle@newbethanyministries.org

SUMMARY:

The Hospitality & Nutrition Coordinator will assist in overseeing the functioning of the New Bethany Digital Smart Choice Food Pantry and serves as a guide and direct contact for all those using the services of the organization's hospitality services. **From 8:00am-4:00pm Monday- Friday.**

ACCOUNTABILITY:

The Hospitality & Nutrition Coordinator reports to the Director of Hospitality & Nutrition services.

SPECIFIC RESPONSIBILITIES:

The Hospitality & Nutrition Coordinator will:

1. Acts as first point of contact for the organization by assisting clients in the food pantry area;
2. Prepare and distribute consumer's food selections;
3. Utilizing Smart Choice to input client information, and complete inventory upon receiving deliveries;
4. Efficiently facilitate the front desk and intake process; Update/maintain Smart Choice database (in addition previous Pantry database);
5. Keep daily records (computer-based) of emergency food baskets for use by NBM and agencies as needed; Coordinate the day-to-day activities of cleaning, filing, and data entry;
6. Assist with all operations of the food pantry, not limited to, stocking shelves, receiving all food donations, and baked good deliveries;
7. Demonstrate a professional demeanor in all interactions with clients, volunteers, and colleagues;
8. Greet clients as they arrive and check on clients as they shop to make sure their needs are being met with respect compassion and dignity;
9. Promote a "Best Practice" environment for other pantries to aspire to. Set the standard in safety, customer service and organization;
10. Perform the procedures and guidelines that are required for all USDA sites;
11. In conjunction with the Hospitality Director, provide supervision and training for all functions of food pantry operations, including set-up, volunteer management, intake, inventory control and clean up;
12. Promote and achieve a positive work environment;
13. Handle stewardship of gifts to pantry; Accept & track in-kind donations and complete donation receipts;
14. Submit monthly volunteer and donation report to Mollard Hospitality Director;
15. Fill in for Truck Driver, or other MHC staff as needed;
16. Ensure that the program area is maintained in a clean and orderly manner;
17. Assist Hospitality staff as needed;
18. Attend professional development training;
19. Perform all other duties as assigned by his/her Supervisor

QUALIFICATIONS:

1. A High School or General Equivalency Diploma.
2. Employee must be 21 years or older.
3. Employee must be computer literate and have experience with databases and preparation of reports.
4. Employee may not have an Indicated or Founded Child Abuse Offense.
5. Spanish translation services (preferred but not required)
6. Must be able to perform his/her primary responsibilities with skill and safely.
7. Must have a valid PA license and ability to drive small box truck and van.
8. Must be passionate about the mission of NBM and know how to interact constructively and in a non-judgmental manner with those we serve.
9. Employee must be of good moral character, may not have been convicted of a violent or drug related felony and must be able to perform his/her primary responsibilities with reasonable skill and safety. Exceptions require approval of the Personnel Committee

GENERAL:

The Hospitality & Nutrition Coordinator is a **full-time**, non-exempt employee of New Bethany, Inc. and as such is covered by the applicable portions of the Employee Handbook. Pay begins at \$13 per hour, for 35 hours per week.