



Operations Manager

25 hrs per week

About Us

The Pantry provides in-person, choice food distributions three times a week and home deliveries every other week. We are dedicated to nourishing our neighbors in need and envision a northern Westchester community where everyone has enough nutritious food and the opportunity to thrive. Each week, our staff and volunteers welcome and serve an average of 700 households with dignity, respect, and compassion.

Position Summary

The Operations Manager is a paid, part-time position at the heart of our work to make sure shelves are stocked and families receive the food they need. This role ensures that the Pantry maintains the right inventory to support weekly food distributions, and involves food ordering, receiving and restocking, facilities management, expense tracking, volunteer collaboration, and reporting.

In addition to coordinating the flow of food, the Operations Manager develops and maintains spreadsheets, utilizes software, and prepares reports to track inventory, manage budgets, and streamline logistics accurately. This role works closely with the Senior Director of Operations and Programming to keep facilities and equipment running smoothly, ensuring every guest has a positive experience.

Key Responsibilities:

- **Inventory & Ordering:**
 - Conduct a weekly inventory of all food items and ensure accurate information is maintained in the inventory management system.
 - Coordinate with the Distribution and Guest Relations Manager to determine weekly food needs based on inventory, distribution expectations, and available storage space.
 - Coordinate with the Director of Programs and Community Engagement to order non-food guest items.
 - Submit orders to vendors and maintain relationships with vendors.
- **Food Receiving & Restocking:**
 - Oversee weekly deliveries from vendors and food recovery partners.
 - Oversee restocking to ensure proper storage and availability for upcoming guest distributions.
 - Coordinate with the Volunteer Manager to receive and process inventory from community partners, in-kind donations, and local food drives.
- **Facilities & Expense Management:**
 - Maintain facilities and equipment to support smooth pantry operations.
 - Maintain office and warehouse supplies needed for core operations.
 - Monitor and report on monthly spending and coordinate with leadership to optimize budget, grants, and food credits.



- Work with the Volunteer Manager to ensure appropriate staffing of intake activities, including recruitment, training, and scheduling of volunteers.
- Reporting & Communication:
 - Develop and maintain reporting systems to communicate critical performance metrics to internal and external stakeholders.
- Compliance & Safety:
 - Ensure compliance with food safety standards, handling guidelines, and regulatory requirements.
 - Maintain a clean, organized, hazard-free environment for staff, volunteers, and clients.

Skills & Qualifications:

1. Experience & Skills
 - Preferred experience in inventory management, logistics, or supply chain operations, with a strong focus on food logistics, including ordering, receiving, and inventory control.
 - Skilled at leading small teams with strong organization and problem-solving.
 - Strong communicator and respectful collaborator across teams and partners.
 - Ability to work independently and as part of a team in a fast-paced environment.
2. Technical Skills
 - Proficiency in spreadsheets, email, and inventory management software.
 - Proficiency in Google Drive and Microsoft Office Suite.
 - ServSafe Certification or willingness to become certified.
 - Bilingual in English and Spanish.
3. Personal Qualities
 - Passionate about hunger relief and nonprofit work.
 - Strong work ethic, self-starter, and reliable.
 - Ability to maintain composure under pressure.
 - Respect for the dignity and privacy of all guests.
4. Education & Requirements
 - The ability to work the following schedule in-person at the Pantry:
 - Tuesdays: 8:00 a.m. - 7:00 p.m. (1 hour for lunch)
 - Wednesdays: 8 - 6:00 p.m. (1 hour for lunch)
 - Fridays: 8:00 - 11:30 a.m.
 - Occasional additional weekday hours based on program needs.
 - Ability to lift 50 lbs.
 - Must be legally eligible to work in the United States

Compensation & Benefits: \$27/hour. 401(k). Paid time off.

Application Instructions: To apply for this position, please submit a cover letter and resume to HR@thepantryny.org.