



Title: DMARC-ket Manager
Reports to: DMARC Food Pantry Network Director
Directly Supervises: Pantry Associates and Volunteers
Status: Full-Time
FLSA: Non-Exempt
Pay Range: \$22-25/hour commensurate with experience; paid every other week

Job Overview: *Describes a general summary of the position. Explains why the position exists in the company.*

The role of the DMARC-ket Manager is to manage the DMARC-ket Food Pantry operations at 100 Army Post Rd. This position oversees the day-to-day operations of the food pantry, mobile pantry, and delivery programs. This is a full-time position, 40 hours per week, working a Monday- Friday schedule, may include some Saturdays and early evenings on occasion.

Essential Functions: *Identifies main accountabilities performed in the job.*

Management & Supervision

- Manages the DMARC-ket operation and staff, including Delivery and Mobile pantry programs
 - Oversee pantry operations and assist with procedures, including pantry visitor intake process, pantry visitor guidance, stocking, overseeing volunteers, etc.
 - Work with Volunteer Manager to ensure adequate orientation and training of DMARC-ket related volunteers, including assimilation with staff
 - Prepare and lead meetings and/or guidance for DMARC-ket staff, or other DMARC staff, as needed for any potential changes to DMARC-ket operations
- Assists with hiring and lead onboarding process for related program staff
- Attends all regularly scheduled Food Pantry Network meetings

Planning & Organization

- Organizes daily, weekly, and monthly duties/requirements for DMARC-ket staff/volunteers, in coordination with DMARC-ket staff and Volunteer Manager respectively
- Responsible for the ordering of inventory, maintaining a variety of products, maintaining stock levels, and rotating of inventory.
- Maintains a professional standard of handling information to ensure that data and statistics are accurate and reported timely.

Miscellaneous

- Represents DMARC Pantry Network, Delivery, Mobile programs, as needed for community events, presentations, speaking engagements, etc.
- Express enthusiasm and appreciation to donors, volunteers, and anyone else seeking to support the DMARC mission
- Other duties as assigned and needed

General Requirements

- Associate's Degree and/or 2-4 years related experience, or equivalent combination of training, education, and/or experience
- Previous experience in a retail and/or warehouse type setting in which skills were developed to demonstrate organization, time management, people management, inventory management and prioritization of duties while providing excellent customer service.
- Previous experience working with volunteers or community engagement, or assisting as a volunteer with a mission-driven organization, preferred
- Bi-lingual, and/or multiple language ability preferred
- Previous pantry experience a plus

Knowledge, Skills, Abilities

- Demonstrates interest, skill, and success in team environment; promote group goals ahead of personal agendas; share credit for success with others; take responsibility for their part in team failures
- Demonstrates ability to work well with a variety of individuals and groups, and treat all individuals with respect and dignity
- Demonstrates strong problem solving, communication, and organization skills/time management skills; capable of working well under pressure in a fast-paced environment
- Ability to concentrate for extended periods of time
- Physical ability including periodic lifting of up to 50 lbs, bending, twisting, walking, pushing, standing, climbing, and other functions necessary to accomplish essential duties

Accountability and Evaluation

This position is supervised by the Food Pantry Network Director. A job review is conducted annually.

Hours/week: 40 hours per week. Evening and weekend hours, as required. Seasonally, additional hours may be required and/or available.

Candidate must take and pass routine background check before they will be considered a qualified hire.

To apply:

Please send cover letter and resume to: Matt Unger, CEO, munger@dmarcunited.org

Note: Statements included on this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to this job. The statements should not be construed as exhaustive list of responsibilities, duties, and skills required. DMARC is an equal opportunity employer and celebrates diversity and is committed to creating an inclusive environment for all employees.

Last updated: 11/22/2024