



Job Title: Pantry Manager House of Hope

Position Type: Part-Time

Reports To: Executive Pastor

Location: Valley Stream, NY

Summary

The Pantry Manager oversees all food initiatives and pantry operations at the House of Hope, ensuring effective service delivery to individuals and families in need. This role manages daily operations, volunteers, community partnerships, and seasonal initiatives while embodying the mission and values of the ministry.

Role and Responsibilities

Main Ministry Duties

- Manage day-to-day pantry operations
- Oversee and support:
 - Client intake, scheduling, and database management.
 - Volunteer recruitment, training, and scheduling.
 - Donation pick-up (e.g., Trader Joe's) and ordering (e.g., LI Cares).
 - Sorting, stocking, and preparation of pantry items and deliveries.
 - Preparation of bags for Rosedale and Baldwin POP-UP Pantry. (Monthly)
 - Procurement of pantry/office supplies.
 - Referrals to third-party agencies and Bethlehem support groups.
- Meet with new and existing clients as needed.
- Serve in the pantry when required.
- Keep daily records of all refrigerator/freezer temperatures.
- Conduct weekly pantry inspections to ensure cleanliness and stock levels.

Administrative Duties

- Check and respond to phone messages and emails promptly.
- Partner with churches, schools, and community groups for food drives.
- Maintain up-to-date forms, letters, and pantry notices.
- Attend annual LI Cares Conference (September–October) attend online training, workshops, and advocacy meetings related to hunger and food insecurity required by LICares Food Bank.

Seasonal Responsibilities (*varies by time of year*)

- Lead Community Service tent for Hope Day (January–June).
- Assist HOH Director with organizing one annual fundraising event.

- Coordinate client recertifications (February–March).
- Assist with school supply drives (August–September).
- Organize Thanksgiving baskets (October–November).
- Plan and execute the Christmas food distribution.

Qualifications and Requirements

Minimum Requirements

- Associate's degree or at least 2 years of related experience.
- Passion for serving people in need and willingness to support all phases of House of Hope activities.
- Flexibility to work outside standard hours for events or emergencies.

Skills

- Strong team player with excellent interpersonal and communication skills.
- Problem-solving and decision-making ability.
- Excellent organizational and time-management skills, able to multitask in a fast-paced environment.
- Ability to work independently and take initiative.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Access) and database systems.
- Bi-lingual (English with Spanish, French, or Creole) is a plus.
- Demonstrates a helpful, cheerful, diplomatic, and caring servant attitude.

Physical Demands

- Ability to stand, walk, kneel, and bend
- Requires lifting, pushing, or pulling items up to 50 lbs.
- Willingness to respond to after-hours emergencies as needed.

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to aiseebrath@bethlehemag.org. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer:

Bethlehem Assembly of God is an equal opportunity employer committed to providing a work environment free from discrimination. We do not discriminate based on race, color, national origin, gender, age, disability, or any other legally protected status in accordance with federal and state laws.

Bethlehem Assembly of God hires individuals who align with its religious beliefs and practices, ensuring all employees share and uphold the church's faith-based values. All employees must:

- Be in agreement with the **16 Fundamental Doctrines of the Assemblies of God**.
- Adhere to Bethlehem Assembly of God's **Bylaws and Constitution**.
- Follow Bethlehem Assembly of God's **Code of Conduct**.
- Be in agreement with the **Mission, Vision, and Core Values** of Bethlehem Assembly of God.