



ICGC Social Services is looking to hire an individual as **Pantry Coordinator I**, for its Food Pantry. Reporting to the Pantry Coordinator II, this position will be responsible for primarily coordinating food pantry appointments. This position is classified as nonexempt with respect to the Fair Labor Standards Act, i.e. a part-time hourly position with a minimum time commitment of 25 hrs./wk. Office hours are Monday to Friday 8:00 am to 4:00 pm.

### **Primary Responsibilities**

- Manage pantry-related appointments from scheduling to servicing clients.
- Prepare orders, assist clients with pick up, or assist in choice pantry service whichever applies.
- Ensure inventory on hand is sufficient for the week.
- Complete all database entries and ensure confidentiality, eligibility, proper documentation & reporting.
- Assist with campaigns and drives throughout the year as needed.
- Assist with the Annual Audit as necessary.

### **General Responsibilities**

- Work with the team to achieve project goals and share updates on client issues as needed.
- Plan and conduct events and programs as needed in collaboration with volunteers and staff.
- Research, identify, and develop resources as needed per client & community needs.
- Participate in events to maximize marketing, networking & outreach efforts as needed.
- Participate in staff meetings and maintain positive team relationships.
- Adhere to professional standards as outlined by ICGC protocols, rules & regulations.
- Perform a range of associated pantry functions, as needed.

### **Preferred Qualifications**

**Required Education:**

High School or Associate's Degree

**Language:**

Bilingual Preferred (English & Arabic)

**Work Experience:**

Experience in a non-profit or social services environment.

**Key Skills:**

Working with Muslim immigrant & Refugee families in the US.  
Customer service, problem-solving, organization, attention to detail, goal-focused, team player, clear spoken and written communication, active listening & social grace.

**Work Environment:**

In-office hours plus local travel to partner organizations.  
(Remote if applicable / may change according to business needs)

*This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities, or requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. ICGC reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation.*



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