



## **Part-Time Food Pantry Coordinator**

The City of Maple Heights is accepting applications for the position of Food Pantry Coordinator. This is a part time position Monday through Friday, hours may vary.

**Responsibilities include but limited to:** Oversees the operation of the Maple Heights Food Pantry; Maintains food pantry inventory by placing orders with the Greater Cleveland Food Bank and local grocery stores; Trains, schedules and provides daily supervision to volunteer staff; Maintains client database; Unloads food pantry orders and stocks shelves as needed; Responsible for implementing food pantry policies and procedures; and Perform other duties as assigned

**Qualifications:** High School Diploma/GED or equivalent preferred; Excellent organizational and communication skills with an attention to detail; Experience working with individuals of diverse socioeconomic backgrounds; Skills in verbal/written communication with the ability to plan/organize; Strong computer skills including proficiency in Microsoft Office; Ability to multi-task and meet deadlines.

Applications are available on the City of Maple Heights website: [www.citymapleheights.com](http://www.citymapleheights.com) and accepted at City Hall – 5353 Lee Road, Maple Heights, OH 44137 attention HR or email to: [HR@mapleheightsohio.com](mailto:HR@mapleheightsohio.com). EOE, drug/smoke free workplace.