

## **Putnam Community Action Partnership**

### **Food Pantry/Soup Kitchen Operator**

Putnam CAP, located at 121 Main Street in Brewster, NY is seeking a Food Pantry/Soup Kitchen Operator to join our highly skilled team. Applicants must have excellent communication, organizational and time management skills along with a positive attitude, and an ability to work well with other team members in a fast paced, multi-cultural environment.

#### **Job Responsibilities Include:**

Interfacing with community partners, pick up of donations from local grocery stores and community partners, organizing and maintaining food pantry and stockroom areas, implementing procedures to ensure efficient operations, managing inventory levels to control costs and meet food pantry/soup kitchen client need, creation of monthly food and supplies order, assisting with training and management of food pantry volunteers, assisting with donation sorting, assisting with breakdown of recyclable cardboard boxes, creating and posting monthly soup kitchen menu, organizing items needed for soup kitchen meals, assisting in CAP special projects as needed.

This is a 21-hour/week part-time position with the following set schedule:

Monday: 8:00 am – 4:00 pm

Wednesday: 8:00 am – 4:00 pm

Friday: 8:00 am – 4:00 pm

**Pay:** \$21.85 per hour

#### **Requirements:**

- Valid Driver's license
- High School Diploma, or equivalent
- Prior food service experience preferred

*\*Interested parties should email their resume & cover letter to [moleary@westcop.org](mailto:moleary@westcop.org)*

*For more information about the organization please visit [putnamcap.org](http://putnamcap.org)*