

Dedham Food Pantry Manager/Procurement Manager

About Dedham Food Pantry:

The Dedham Food Pantry is a cornerstone of community support with a bold mission: to end hunger in Dedham. Each year, we distribute more than 46,000 bags of nutritious food to over 500 households, including families with children, seniors on fixed incomes, people with disabilities, and neighbors facing economic challenges. We believe everyone deserves consistent access to healthy food and the dignity of support without judgment.

We recently completed a three-year strategic plan that charts an ambitious course for growth, greater efficiency, and deeper impact. As we implement this plan, we are building a stronger foundation to meet rising needs and serve our community more effectively.

The Manager plays a critical role in this vision. It's a hands-on, mission-driven role ideal for someone who is organized, community-oriented, and motivated to help neighbors in need. As part of a small and dedicated team, the Procurement Manager helps turn our mission into action—week after week, bag by bag.

Position Summary:

The Manager is responsible for overseeing and managing the acquisition of food and supplies for the food pantry. This role involves coordinating the procurement process; sourcing food from donors, food banks, grocery stores, community partners, and other suppliers; as well as ensuring that inventory levels meet the needs of pantry clients. The Manager will work closely with the Trustees, the operations team, community organizations, and volunteers to ensure efficient food collection, distribution, and inventory management. This position reports to the President of the Board of Trustees.

Key Responsibilities:

1. Food Sourcing & Procurement:

- o Coordinate regular food donations and pickups from community partners, including local businesses, schools, and churches.
- o Oversee food drives and collaborate with organizations to organize successful donation campaigns.
- o Research and, in collaboration with Trustees, implement cost-effective food procurement strategies, including leveraging food bank networks and government food assistance programs.
- o Record donations and complete donations forms as required.

2. Collaboration, Partnerships & Community Engagement:

- o Establish and build relationships with local businesses, donors, supermarkets, food producers, and other suppliers to secure donations and discounted food supplies.
- o Partner with local organizations, charities, and government programs to coordinate food distribution and meet community needs efficiently.

- o Engage with community members to increase awareness of food pantry needs and procurement opportunities, strengthen relationships and increase donations.
- 3. **Inventory Management:**
 - o Utilize data analytics and monitor food inventory levels to ensure that food inventory is available and future needs are met based on historical data and seasonal trends.
 - o Develop and maintain an inventory management system, prioritizing waste reduction and identifying procurement improvements to optimize supply flow.
- 4. **Food Quality & Safety:**
 - o Ensure compliance with food safety standards and regulations in food storage, safe handling, and distribution.
 - o Ensure proper food storage, organization and rotation of food, including perishables and non-perishables.
 - o Inspect food donations for quality and safety, ensuring they meet the pantry's standards for edibility and safety.
- 5. **Budget & Financial Oversight:**
 - o Assist Trustees, particularly the Treasurer, in developing and managing the food procurement budget, while maintaining a record of food procurement activities, including sources, quantities, and costs, where possible.
 - o Work with the finance team to track and report procurement expenses, ensuring that funds are used effectively and within budget.
 - o Evaluate opportunities for cost-saving measures, such as bulk purchasing or community sponsorships.
 - o Prepare regular reports for the Trustees on procurement activities, inventory levels, and food distribution trends.
- 6. **Team Management & Volunteer Coordination:**
 - o Provide leadership, supervision and guidance to staff and volunteers to ensure smooth food operations.
 - o Train staff & volunteers involved in food collection, sorting, and inventory management.
 - o Organize volunteer shifts for food pickup, sorting, and distribution as needed.
- 7. **Facilities:**
 - o Oversee basic facilities management of the pantry, including monitoring refrigerators, freezers, and other critical equipment ensuring the physical space is safe and functional.
 - o Notifying the Board of Trustees when maintenance or repairs are needed.

Qualifications:

- **Education:** Degree, coursework or credentials in nonprofit management, supply chain management, food systems, or a related field preferred. Equivalent experience may be considered.
- **Experience:** At least 2-3 years of experience in food procurement, supply chain management, or operations in a nonprofit or food-related setting.
- **Skills:**
 - o Strong organizational and problem-solving skills.

- o Excellent communication and interpersonal skills for building relationships with donors, community partners, and volunteers.
- o Ability to manage budgets and track procurement data.
- o Knowledge of food safety standards, inventory management systems, and relevant regulations a plus.
- o Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and inventory management software.
- o Fluency in Spanish, Portuguese or Haitian Creole a plus.
- **Other Requirements:**
 - o Valid driver's license and access to a car required.
 - o Ability to work independently and as part of a team.
 - o Passion for community service and hunger alleviation efforts.

Physical Demands:

- Ability to lift 30-50 pounds regularly.
- The ability to work in a variety of environments, including warehouses, grocery stores, and outdoors during food drives or pickups.

Work Environment:

- The position involves both office and fieldwork, including working in food pantry facilities, local stores, and warehouses.
- Occasional travel within the community to coordinate food pickups and distributions.

Schedule & Location:

- This is a full-time, hybrid position designed for someone who thrives in both hands-on and flexible work environments. The role requires on-site presence at our food pantry during our core operating hours:
- Tuesdays–Fridays, 9:00 AM–12:00 PM – Overseeing volunteer teams and supporting food sorting and distribution prep
- Saturdays, 7:00 AM–12:00 PM – Leading client shopping days and ensuring smooth operations
- Additional in-person hours will be necessary to prepare for pantry shopping shifts, special distributions, or community events. The remaining hours can be completed remotely and on a flexible schedule, allowing for autonomy and work-life balance.

Compensation & Benefits

This position is full-time and includes all benefits required by law (such as paid sick time and workers' compensation). The salary range is \$50,000-\$60,000 depending on experience. We recognize the value of this role and are committed to providing a supportive, respectful, and mission-driven work environment.