



Distribution Operations Manager (Part-time)

Organization Overview

The Laguna Food Pantry (“LFP”, “Pantry”) is a nonprofit organization that provides food-insecure families and individuals free, fresh, and nutritious groceries. The Pantry operates through a contactless distribution style setting. No proof of need or appointments is required for shoppers receiving groceries. Our guiding values are Safety, Quality, Service, and Respect. Anyone working at the Pantry should represent our values. We are a community. We believe no one should go hungry.

Position Overview

The Pantry is currently recruiting for a part-time Distribution Operations Manager, responsible for overseeing the day-to-day operations of the LFP grocery distribution. Reporting to the Director of Operations, you’ll work with the current distribution manager to ensure the distribution tent is prepared to open, set up for service, and all food items are efficiently organized and available for easy packing into grocery boxes. You will be responsible for inventory management of both on and off-site facilities. Hours of work are 6:45 am – 11:00 am. This position works on-site in Laguna Beach, CA, and reports to the Director of Operations.

Responsibilities:

- Menu Planning
 - Assist the Director of Operations with developing a weekly menu (adjusted daily) based on available inventory.
- Inventory Management
 - Oversee the storage of food deliveries, creating space as needed to keep same/similar products co-located
 - Oversee crating of food items for easy distribution
 - Ensure outside pallets of food items are properly covered
 - Ensure timely distribution of items with near dates
 - Oversee movement of inventory between the pantry and storage
- During Pantry Operating Hours
 - Unbox food items and place them inside crates to prepare for packers and loaders
 - Move food items to distribution area for packers and loaders
 - Move food items to/from inside the Pantry (produce bags, bulk produce, etc.)
 - Assist with other roles (loaders, packers, etc.) when needed
- Distribution set-up and take-down
 - Oversee the distribution set up and end of shift take-down of canopies, sun covers, and tables before opening
 - Stock the packing and loading areas with food going out per the menu
 - Prepare boxes for packing
 - Return undistributed food to stock

Required Experience and Qualifications:

- High school level diploma or equivalent (GED)
- 1+ years of experience with distribution or food service experience
- Basic understanding of spreadsheet software, such as Microsoft Excel, Google Sheets, Numbers

- Excellent written and verbal communications skills
- Outstanding organizational skills and attention to detail
- Strong interpersonal and relationship-building skills with the ability to work both independently and as part of a team
- Ability to problem-solve while under pressure and able to the needs of the shoppers and volunteers in mind
- Access to a vehicle to move inventory between storage and Pantry (<0.25 miles)
- Proof of vaccination

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- Ability to lift boxes weighing up to 50 lbs.
- Ability to handle the movement of stack food up to 200 lbs. with a hand truck
- Ability to be on your feet for an entire shift

Hours/Location

- Monday through Friday, from 6:30 to 11 a.m.
- Laguna Food Pantry is located at 20652 Laguna Canyon Road, Laguna Beach, CA 92651

To Apply/Contact Information

- To apply, please send a resume to info@lagunafoodpantry.org or call 949.497.7121
- For information on Laguna Food Pantry, please visit our website at www.lagunafoodpantry.org