



Job Title: Operations Assistant

Location: Dulles South Food Pantry, Loudoun County, VA

Type: Part-Time – 18-20 hours per week.

About Dulles South Food Pantry:

The Dulles South Food Pantry (DSFP) is a nonprofit organization committed to alleviating food insecurity in our community by providing healthy and nutritious food to families in need. As the only food pantry in southeastern Loudoun County, we serve over 225 families weekly, making sure they have access to essential food items, including meat, dairy, produce, and pantry staples.

Job Overview:

Assist the Operations Manager with receiving donations and volunteer management.

Key Responsibilities:

- **Inventory Management:**

Process frozen donations daily and communicate with Distribution team about inventory. Oversee the proper storage of donations in refrigerator and freezer, ensuring they are organized and easily accessible.

- **Shift Coordination:**

Interact with volunteers to help ensure efficient operations while maintaining a positive experience. Ensure daily tasks are completed by volunteers. Communicate with Operations staff regarding areas for improvement. Assist with process documentation.

- **Food Safety Compliance:**

Ensure that all food is handled and stored according to USDA food safety guidelines. Train volunteers on proper handling procedures to maintain product integrity and safety. Stay informed about and monitor food recalls as needed. Complete annual SafeServ food safety training.

- **Donor Coordination:**

Engage donors at point of donation to capture information and record accurate data. Provide photos and data to Marketing staff to promote community partnerships.

- **Driver Route Coverage:**

Serve as a backup driver for routes that are not filled by volunteer drivers.

Qualifications:

- Prior experience in food handling, grocery management, or warehouse operations preferred but not required.
- Strong organizational skills and attention to detail.
- Ability to work collaboratively with staff, volunteers, and donors.
- Ability to lift 25-30 pounds for the majority of the work shift.
- Ability to stand for extended hours.
- Passionate about addressing food insecurity.

Anticipated Hours:

Mondays: 9am - 12:30 pm, 12:30 -2:00pm every other week (staff meeting)

Tuesdays: 9am - 2pm

Wednesdays: 9am - 2pm

Thursdays: 9am - Noon

Occasional Saturday hours, if available

Compensation:

\$17.00/hour

How to Apply:

Interested candidates should submit a brief statement of interest, a resume and/or any relevant experience to info@dsfp.org. We look forward to welcoming a dedicated individual to our team to help us continue making a difference in the community!