



<b>Job Title:</b>	Gleaning Grocery Supervisor	<b>Job Category 4:</b>	Advanced
<b>Department/Group:</b>	SGP Gleaning Grocery Store	<b>Job Code/ Req#:</b>	
<b>Location:</b>	6630 Limekiln Pk, Phila PA 19138	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	0.00	<b>Position Type:</b>	PT- Volunteer
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	
<b>External URL:</b>			
<b>Internal URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> info@ditoinc.org <b>Attention:</b> HR Department RE: Gleaning Grocery Supervisor		<b>Mail:</b> Dream Invent Think Organize (DITO) Inc. P.O. Box 21326 Philadelphia, PA 19141	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ul style="list-style-type: none"> <li>▪ Assist with coordination and supervision of volunteers in all areas of food bank operations.</li> <li>▪ Coordinate deliveries and donation pick-ups.</li> <li>▪ Oversee stock processing and preparation.</li> <li>▪ Monitor inventory to ensure inventory is maintained at acceptably</li> <li>▪ Facilitate efficient and appropriate distribution of food to clients.</li> <li>▪ Facilitate ongoing cleaning and maintenance of food bank facilities.</li> <li>▪ Ensure necessary documentation and reporting is completed.</li> <li>▪ Ensure operations meet and/or exceed sanitary guidelines and regulations.</li> <li>▪ Respond to special needs presented by clients (e.g., walk-ins, conflicts, etc.).</li> <li>▪ Attend staff meetings and other meetings as required.</li> </ul>			
<b>Qualifications and Education Requirements</b> <ul style="list-style-type: none"> <li>• Ability to work effectively within an extremely diverse community.</li> <li>• Comfortable working in small groups and team environment; capacity for directing and supporting volunteers.</li> </ul>			



- Capable of effectively assessing client needs and determining when referral or calling for assistance is appropriate.
- Familiarity with basic concepts and practices related to mental health assessment and intervention.
- Willingness to proactively seek supervisory input, resources and information needed to accomplish job.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	