Food Pantry Manager

In 2015, Foundation 2 provided a two or more day supply of food for 1,523 households. Our food pantry operates during the evenings, weekends, and holidays when other food pantries are often closed. The Food Pantry Manager ensures that we have an ample supply of nonperishable foods. When resources are available, the Pantry Manager also coordinates the exchange of perishable foods, personal care products, and dog or cat food. A key aspect of this position is to recruit and train the volunteers who interview and distribute food to our clients at the Foundation 2 Crisis Center.

Foundation 2, Inc. is seeking a part-time Food Manager to coordinate volunteers and assist with the Food Pantry Operations.

Education and Experience: BA/BS degree in human service field from an accredited college, minimum 2 years full time experience working with people in crisis. Pass criminal records/child abuse checks completed by Foundation 2. Possess a valid Iowa Driver’s License and be insurable by Foundation 2’s auto insurance. Submit a copy of college degree and a certified transcript for personnel file. Computer experience required.

Interested persons should complete our employment application on the Foundation 2 website at www.foundation2.org, under About, Current Job Openings and send it along with a cover letter and your resume via mail or e-mail to:

Audrey Meyer
Foundation 2, Inc.
1714 Johnson Ave NW
Cedar Rapids, Iowa 52405
or
jobs@foundation2.org

Questions should be directed to Carol at 319-362-1170

Resumes, applications and cover letter accepted until position filled.
Foundation 2 is an equal opportunity employer.