

Position Summary

The Pantry Area Manager plays a critical leadership role in supporting the operations of the Bear Pantry. This student worker position is responsible for maintaining standard operating procedures, coordinating volunteer engagement, and helping ensure the Bear Pantry is welcoming, well-stocked, and mission aligned. This position provides hands-on experience in nonprofit operations, leadership, and community engagement while contributing to food security on campus.

Primary Duties

- Serve as the primary student lead for Bear Pantry operations under the supervision of the Center for Community Engagement.
- Uphold standard operating procedures (opening, closing, check-in, pantry cleanliness, etc)
- Lead food inventory processes by receiving donations, logging items, restocking shelves, and conducting inventory management.
- Communicate with Bear Pantry partners, volunteers, and monitor and respond to official Bear Pantry e-mails in a professional and timely manner.
- Educate campus stakeholders on food insecurity initiatives, provide tours, and deliver presentations to increase awareness and engagement.
- Recruit, train, and lead staff and volunteers on proper pantry procedures. Coordinate projects to support the pantry.
- Ensure ethical standards and enforce all university and food safety policies and procedures.
- Represent the Bear Pantry as an active member of the Center for Community Engagement, the Plaster Student Union, and the Division of Student Affairs.

Learning Outcomes & Leadership Development:

Through this role, the Pantry Area Manager will:

- Strengthen ethical leadership skills grounded in the Public Affairs mission.
- Develop competency in volunteer management and customer service within a community resource setting.
- Gain knowledge in food systems, equity, and basic nonprofit operational practices.
- Contribute meaningfully to a campus-wide initiative to address food insecurity.

Hiring Range

\$15.75/hr

Required Qualifications

- Strong written and verbal communication and organizational skills, and the ability to empathize and interact with students, and members of the University community
- Strong organization and communication skills
- Ability to work independently and autonomously with minimal oversight, be a quick-learner, and adapt to changing needs of the Bear Pantry
- Demonstrates flexibility, professionalism, and openness while working with diverse populations.
- Ability to work an average of 10-15 hours/week
- Valid driver's license and willingness to operate a university vehicle as needed

Preferred Qualifications

Bear Pantry Area Manager – Center for Community Engagement

- Flexible daytime availability (between 8a.m.-5p.m.) Monday-Friday.
- Experience or interest in pursuing a career related to working with non-profits, social work, community engagement, service programs, or student affairs.
- Familiarity with inventory management tools and Microsoft Office Suite
- Trained in safe food handling via Ozark Food Harvest or ServSafe certifications.

Application Instructions

Please email the following materials to [BearPantry@missouristate.edu](mailto: BearPantry@missouristate.edu)

- Cover Letter
- Resume