

Manager of the HomePlate Food Pantry and Resource  
Center  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249141>

Downloaded On: Nov. 19, 2024 11:37am

Posted Nov. 18, 2024, set to expire Dec. 8, 2024

<b>Job Title</b>	Manager of the HomePlate Food Pantry and Resource Center
<b>Department</b>	Dean of Student
<b>Institution</b>	Quinsigamond Community College Worcester, Massachusetts
<b>Date Posted</b>	Nov. 18, 2024
<b>Application Deadline</b>	12/08/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
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<b>Job Description</b>	

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**Manager of the HomePlate Food Pantry and Resource Center**

**Category:** Administrative

**Department:** Dean of Student

**Locations:** Worcester, MA

**Posted:**

**Closes:** 12/8/2024

**Type:**

**Position ID:** 183041

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### **General Statement**

The Manager of Student Resource Center responsible for planning, developing, and administering all the resource center programs which includes, food pantry, housing, SNAP, legal aid support, nutrition education, financial literacy. The Manager will oversee the daily operations the HomePlate Food Pantry and Resource Center.

### **Supervision Received**

Reports to Dean of Students

### **Supervision Exercised**

- A full-time Storekeeper
- Part-time worker (s)
- Part-time work-study students

### **Duties and Responsibilities**

- Recruiting, training, and supervising professional staff and work-study students for the HomePlate Food Pantry and Resource Center.
- Maintaining staff training for health certifications for food handling, (ServSafe).
- Collecting and disseminating data related to utilization and impact of Food Pantry and Resource Center.
- Preparing and upholding all required City and State certifications for health and safety inspections of the Food Pantry on a quarterly basis.
- Developing and implementing policies and procedures to improve and maintain the Food Pantry and Resource Center.
- Developing processes and systems that will translate to on and off campus learning modalities.
- Working in partnership and to collaborate with community resources to provide access to QCC students with access to legal aid, nutrition, financial literacy and SNAP benefits.
- Keeping updated records of all Food Pantry and Resource Center clients and produce a monthly report to the Worcester County Food Bank to keep Quinsigamond Community College in compliance with their policies. Managing multiple budgets within the office and to provide good stewardship in handing the budget of \$75,000-\$100,000.
- Working closely with the Grants Office to assist in bringing in basic needs monies to support the

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HomePlate Food Pantry and Resource Center.

- Providing compassionate and effective customer service to all the HomePlate Food Pantry and Resource Center serve.
- Participating in off campus meeting with Worcester Community resources to increase access of those resources to QCC students.

Job Requirements:

**Minimum Qualifications**

- A Bachelor's degree.
- In-depth knowledge managing a food pantry.
- Experience with fundraising.
- Demonstrative proficiency with technology, specifically, Microsoft Office programs, including Excel and Food Pantry Inventory software like PantrySoft.
- Experience with managing budgets.
- Supervisory experience of professional and student staff.
- Able to lift 50 pounds
- Have a valid Massachusetts driver's license.
- Nights and weekend hours are required.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential



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accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=183041>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

Dean of Student  
Quinsigamond Community College

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