**Pantry Coordinator (P/T)**

Are you looking for a rewarding position yet only want to work part-time? Radiant Health Centers, the largest and most comprehensive AIDS service organization in Orange County with a team of caring and committed individuals and hundreds of dedicated volunteers, is looking for a part-time Pantry Coordinator.

The Pantry Coordinator oversees the operations of the Food Pantry through the supervision and

coordination of food pantry volunteers, purchasing of food pantry items, cost and quality control,

coordination of food deliver program, and preparing monthly statistics and reports.

The Pantry Coordinator

* + Coordinates food delivery program, including but not limited to matching volunteers with clients who request delivery, phoning clients to secure food order, and scheduling volunteers to pick-up and deliver orders.
  + Maintains food pantry inventory including placing orders with vendors.
  + Trains, schedules and provides daily supervision for the Food Pantry volunteer staff.

Working for a non-profit requires a unique and dedicated individual. We are looking for candidates with the following qualities:

* + Ability to work with diverse populations.
  + Value and respect others.
  + Demonstrate ethical behavior, teamwork and collaboration.

If you possess those qualities and want to make a difference in the community, please submit your

resume to us.

**How to Apply**

To apply for the Pantry Coordinator position, please forward a cover letter and resume using one of the following methods:

* Email your resume and cover letter to Thom Chapman at [tchapman@radianthealthcenters.org](mailto:tchapman@radianthealthcenters.org).
* Mail to Radiant Health Centers, Attn: Thom Chapman, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
* Fax to (949) 809-5779
* No phone calls, please

***Radiant Health Centers is an equal opportunity employer***