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ODBFP Office Manager Position

5/17/22

Are you organized? Do you want to help out at ODBFP?

The pantry is looking for a person to help with managing the ODBFP office which is located at our Wesley Methodist Church location on Barfield Drive, Marco Island. The work would require approximately 4-5 hours a week and include the following duties:

**Ongoing:**

* Pantry paper filing, ensuring documentation retention guidelines are followed
* Manage ongoing forms copying
* Ordering office supplies & manage equipment using pantry credit card
* Maintain Director Calendar with meetings, outreaches, etc.

**Occasional, as needed:**

* Manage office vendors (Cleaners, Printer, Marco Office Supplies, Costco, etc.)
* Interview volunteers for office tasks as needed
* Plan and implement any move into a new office space
* Gathers data for audits from files as requested
* Writes office processes and trains as needed
* Sends out pantry documents as requested
* Provides annual input to Budget for office needs

If you are interested or know of others who might be, please contact [info@ourdailybreadfoodpantry.com](http://info@ourdailybreadfoodpantry.com) or call 239-259-5188

**1450 Winterberry Drive Tel: 239-259-5188 [ourdailybreadfoodpantry.com](https://ourdailybreadfoodpantry.com/)**

**Marco Island, FL 34145**