Title: Food Pantry Assistant

Job Description

The food pantry assistant will work under the supervision of the food pantry manager as a team member with several social service professional and paraprofessional staff performing duties and providing support to program staff and clients.

ESSENTIAL DUTIES & RESPONSIBILITIES

Key Areas of Responsibility:

• Assist with the daily operation of the food pantry
• Must be able to lift, carry, load, and unload items weighing 50 lbs. occasionally
• Assist with daily unloading, shelving, stocking and storing of food donations and deliveries
• Along with pantry staff maintain and manage food inventory and pantry storage space
• Assist and support pantry clients
• Maintain a positive and constructive attitude with clients, staff, and volunteers.
• Assist with operation of pantry counter
• Work with & support pantry volunteers during stock maintenance, pantry setup and operation

ESSENTIAL DUTIES:

• Set-up (restock and ensure pantry is clean & presentable) and clean up (put away refrigerated items, throw away expired items, clean) of pantry
• Unload and store food donations and deliveries
• Lift, stack, shelve & move boxes, crates, or pallets of food from loading area into pantry storage
• Assist pantry staff and volunteers with daily re-stocking and pantry maintenance
• Help run pantry counter during pantry hours, check-in pantry clients, and provide clients with information on upcoming events and closing dates. Keep the counter neat and presentable.
• Assist with morning food rescue from grocery stores
• Support delivery and implementation of holiday and seasonal programs

Other duties and responsibilities may be assigned. The duties and responsibilities listed are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here, nor is it expected that all similar positions will be assigned every duty and responsibility.
Qualifications

KNOWLEDGE, SKILLS & ABILITIES:

• Must be able to drive an oversized van
• Possesses a clean driving record and up-to-date driver’s license
• Excellent organizational skills
• The ability to meet physical demands of lifting up to 50lbs or more: Must be able to lift and stack boxes, pallets and daily pickups and deliveries
• Excellent communication and relational skills to assist and coordinate with clients, volunteers, and staff
• Positive, constructive attitude and disposition is essential.
• Bilingual in Spanish is preferred.

EXPERIENCE:

• Prior food service and/or customer service experience is preferred.

EDUCATION:

• High School Diploma

DIRECT REPORTS:

This position has no direct supervisory responsibilities.

COMPUTER SKILLS:

• Strong proficiency in MS Office Suite (Word, Excel, Outlook) or the capability to learn new computer programs
• Ability to use widely supported internet browsers.

Additional Information

Status: Part-Time/Non-Exempt – Hours typically between 8 a.m. and 12 p.m., though there is some flexibility.

Salary: Starting at $12/hour

Benefits: Laramie Interfaith offers paid major holidays, earned sick and vacation leave time, and provides access to an Employee Assistance Program free of charge. Employees may be eligible for a small health stipend.
Employment with Laramie Interfaith is contingent on completion of satisfactory background check.