

Laramie Interfaith Job Description

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

The food pantry assistant's key areas of responsibility and duties include:

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, supportive and constructive attitude and disposition with clients, staff and volunteers at all times both during pantry service and after hours.
- Facilitate pickup of food donations and orders
- Staff and assist with operation of pantry reception desk
- 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) before and after pantry operating hours.
- 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 with daily re-stocking and pantry maintenance
- Run pantry desk during pantry hours, check-in pantry clients, and provide clients with information on upcoming events and closing dates. Keep the desk presentable with up-to-date flyers
- Document and distribute emergency food bags for non-registered clients
- Restock shelves and racks during pantry service
- Monthly deep cleaning of the pantry (i.e. sweep and mop walk-in refrigerator, clean milk crates, clean produce racks, and sweep pantry storage)
- Manage the food pantry inventory and other duties as assigned
- Support Food Bank of Wyoming deliveries – assist with shopping, loading food onto truck, and unloading and storing
- Organize and sort new donations
- Assist with rotation and distribution of food in a timely manner. Keep food pantry office fully stocked in order to make room in the pantry storage for basement stored

donations. Maintain an organized and open space that ensures there is always available storage for drop-off of new donations

- Deescalate and resolve any client issues
- For onsite workshops, collect pantry cards as well as create and distribute receipts. Assist in clients' preparation of holiday sign-ups
- Provide assistance with program monthly reports where needed
- Coordinate pantry decorations for the holidays, as well as assist with holiday registration
- 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 and the ability to estimate quantity of food needed on a daily and weekly basis in order to determine appropriate amount of food to be ordered
- 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
- The ability to deescalate and resolve client issues and grievances
- Positive constructive attitude and disposition is essential.
- Ability to accept and respond to critical feedback and input.
- 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, PowerPoint, Outlook) or the capability to learn new computer programming
- Ability to use widely supported internet browsers.

Additional Information

Status: Part-Time/Non-Exempt – Hours typically between 8 a.m. and 12 p.m.

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.