



Food Systems Pantry Assistant Job Description

Purpose:

Assist the Program Manager in sourcing and distributing food to people in need through Tempe's largest Food Pantry Program.

Supervision Received and Exercised:

Receives supervision from the Food Systems Program Manager

Essential Functions:

Food Pantry Operations

- Pick up, transport, receive and distribute food and supplies for the Food Pantry.
- Organize food and other products including safe storage of food
- Package food for distribution to clients
- Assist with the maintenance of the Pantry in keeping with safety standards and cleanliness
- Track the receipt of supplies and perform data entry
- Provide other assistance as needed
- Provide superior customer service

General Responsibilities

- Provide input and recommendations on opportunities for improvement
- Attend ongoing planning and training meetings with staff
- Participate in a bi-annual evaluation of impact

Qualifications/Experience

- Knowledge of and sensitivity of the needs of economically vulnerable populations
- Strong organizational skills
- Excellent customer service skills
- Experience building relationships in diverse communities
- Clear written and verbal communication skills
- Creative problem-solving abilities
- Expertise in Microsoft Office and online databases

Education:

High School Diploma or equivalent

License/Certifications:

- A valid AZ driver's license, auto registration and insurance, vehicle for use on the job, and a clean driving record

Additional Requirement:

- Food Handlers Card
- Ability to lift and transfer 50 lbs. or more

Status/Hours:

Part-Time 20 hours, flexible hours, including Saturdays and evenings