



JOB TITLE: Pantry Assistant

ORGANIZATIONAL UNIT: Food and Nutrition Program

REPORTS TO: Food & Nutrition Center Program Director

CLASSIFICATION: Full Time Non-Exempt (40 Hours per Week)

Job Summary: Under the supervision of the Food and Nutrition Center Program Director, the Distribution Assistant is responsible for assisting in the day-to-day operations of the Food and Nutrition Center (FNC) including ordering food and supplies, sorting, restocking, inventory of food donations, sorting food, restock shelves, and pick-up food donations from local markets. Assist in the coordination of all food distributions. Help the Program Director train and coordinate volunteers. Maintain workplace safety standards in accordance with the Health Department Guidelines.

COVID-19 Guidelines: Requirement that all CSA staff, volunteers and clients to wear a mask and maintain 6ft. apart (as much as possible) while on CSA property. This is a requirement when both indoors and outside. Staff are required to also wear a face shield when interacting with clients.

Duties and Responsibilities:

1. Responsible for inventory of donated food, sorting food, and restocking shelves.
2. Daily restocking and unloading of food to and from storage containers, walk-in refrigerator and freezer.
3. Assist with the setup of all food distributions including off site pantries.
4. Responsible for assisting volunteers and donors unload their vehicles.
5. Weigh all food items when brought to the agency; complete log in form, inventory donations and provide receipts to donors.
6. Keep the workplace, shelves, walk-in refrigerator and freezer, pallet area neat including cleaning and sanitizing tables, carts, refrigerators/freezers, as well a sweeping and mopping floors.
7. Pick-up food donations from local markets driving agency van.
8. Assist with client check-in and bagging of food as needed.
9. Maintain safe and sanitary condition of all distribution sites including cleaning and sanitizing tables and carts, sweeping and mopping the floors, as well as dispose of garbage and cardboard.
10. Assist with Holiday Sharing Program food distribution, i.e., picking-up food donations, food orders, and sorting holiday food donations.

11. Assist Food & Nutrition Center Director with managing the daily allocation of food based on the volume of donations, i.e., amount of produce and bread per customer and postings of allocations on the white board.
12. Assist with the setup of all food distributions including off site pantries, along with volunteers.
13. Receive and check weekly delivery of food from Second Harvest Food Bank for completeness of order and quality of food. Return any food that is not fit for consumption.
14. Maintain vans in good working order, this includes ensuring vehicles have at minimum a half-a-tank of gas at all times. Inform Program Director of any problems related to the safe operation of the vehicles.
15. Clean vans on a quarterly basis, more frequently if needed.
16. Maintain the safety and security of the agency, i.e., locking the gate to the storage area and the building at the end of each shift and locking the gates and the building at the close of business.
17. Assist the Program Director with year-end inventory of food for annual financial audit.
18. Check and clean equipment in the Food and Nutrition Center, report any damage or concerns to the Program Director.
19. Perform other related duties, responsibilities and special projects as assigned by the Program Director

Requirements:

1. High School Diploma or GED and a minimum of two years' experience working in a food pantry program or related work environment.
2. Flexibility with scheduled hours, including occasional over time, evenings and weekends.
3. Excellent time management skills/ability to prioritize assignments.
4. Communicates clearly in person, by phone or in writing.
5. Enjoys helping others, particularly diverse clients.
6. Enjoys being in a fast-paced environment.
7. Basic computer literacy experience with Word and Excel, some database knowledge helpful.
8. Self-motivated and takes initiative to solve problems.
9. Ability to work as part of a team as well as independently to organize and complete tasks in a timely manner.
10. Ability to take and give direction in a non-threatening manner.
11. Excellent work habits: punctual, reliable and cooperative.
12. Inventory control experience preferred.
13. Ability to drive a cargo van and load and unload items of various weight.
14. Must possess a current valid California Driver's License and automobile insurance.
15. Bi-lingual in English/Spanish or English/Mandarin, not required, but preferred.

Work environment and Physical Requirements:

1. Work is performed both indoor and outside environments.
2. Daily work occurs in varying temperatures, which include heat and rain.
3. Standing, reaching, lifting and bending.
4. Ability to repeatedly lift a minimum of 50 lbs. and manipulate heavy objects.
5. Requires Standing and/or lifting 80% of the time.
6. Requires work on computer 5%-10% of time.

Note: Duties and responsibilities shall include the principal functions of the job. The job description shall not be construed as an employment contract or as a complete listing of all miscellaneous, incidentals, or other duties which may be assigned during normal operations