

PANTRY ASSISTANT JOB DESCRIPTION

JOB TITLE: PANTRY ASSISTANT

REPORTS TO: PANTRY MANAGER

SUMMARY:

Assist Pantry Manager with the efficient execution of the Pantry Program within TCK. Provide respectful and confidential service to clients. This is a full time position with benefits.

ESSENTIAL DUTIES will include but not be limited to:

- Assist Pantry Manager opening and closing of Pantry.
- Supervise volunteers when and where necessary.
- Unload van when returned from pick-up run.
- Sort, box and put away meat that came in on the van.
- Help unload cargo van or box truck, moving product to 2nd level, using conveyor belt.
- Bring inventory down from warehouse to the distribution line for Pantry days. Restock distribution line inventory during Pantry days.
- Liaise with Hot Meals Manager in Pantry Manager's absence.
- Liaise with other pantry leaders, vendors, and donors in Pantry Manager's absence.
- Any other duties deemed necessary for the general operation and success of The Community Kitchen.

Driver's license, clean driving record, and ability to lift 50lbs required.

The Community Kitchen is a non-smoking organization. There is no smoking allowed in the building, within 25 feet of the building or in any vehicles owned by TCK.