

JOB TITLE: MOBILE PANTRY ASSISTANT

REPORTS TO: DIRECTOR OF PANTRY OPERATIONS

To apply, please submit a resume or job history via email to Kate Leversee, Director of Pantry Operations, kleversee@thecommunitykitchen.org by Wednesday, August 24th, 2022. Questions can be directed to Kate via email or by calling (603) 352-3200. This is a part-time position of approximately 24 hours per week.

SUMMARY:

Assist Director of Pantry Operations with the efficient execution of the Pantry Program primarily at Mobile Food Pantry events, and within the brick-and-mortar Community Kitchen location as needed. Provide respectful and confidential service to clients.

ESSENTIAL DUTIES will include but not be limited to:

- Load AND drive box truck to Mobile Food Pantry events (DOT health card required; CDL not required).
- Work with and direct volunteers while unloading truck, set up mobile food pantry tables and tents, break down and reload truck, return and re-organize food back at TCK warehouse at the end of mobile food pantry days.
- Pick up orders and donations from local farms.
- Maintain good working relationships with all food donors.
- Assist Director of Pantry Operations in operating Pantry Day activities. Bring inventory down from warehouse to the distribution line for Pantry days. Restock distribution line inventory during Pantry days.
- Help unload cargo van or box truck when necessary, moving product to 2nd level, using conveyor belt.
- Respond to requests from other pantries for product in Director's absence. Help ensure accurate records are kept for product orders and donations.
- Learn and become proficient in the confidential EFAP database system for evaluating, registering and verifying pantry guests.
- Assist in reviewing and updating records on pantry inventory.
- Any other duties deemed necessary for the general operation and success of The Community Kitchen.
- Some hours will flex from week to week; there will be weekend commitments.

QUALIFICATIONS:

- Valid driver's license, a clean driving record, and ability to obtain a DOT health card.
- Ability to lift and move 50 pounds repeatedly.
- Ability to work for sustained periods in hot and cold (freezer) conditions.
- Ability to work with basic computer applications, including databases and email.
- Comfort and patience for working in a fast-paced and changing environment with varying demands and people.
- Excellent customer service demeanor.

The Community Kitchen is an equal opportunity employer and makes employment decisions without regard to race, religion, gender, disability or protected veteran status.