

JOB TITLE: PANTRY AND 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](mailto:kleversee@thecommunitykitchen.org) by Friday, September 9<sup>th</sup>, 2022. Questions can be directed to Kate via email or by calling (603) 352-3200. This is a full-time position.

**SUMMARY:**

Assist Director of Pantry Operations with the efficient execution of the Pantry Program and Mobile Food Pantry events. 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.*