



The Community Kitchen  
37 Mechanic Street, PO Box 1315  
Keene, NH 03431  
Tel: 603 352 3200

[www.thecommunitykitchen.org](http://www.thecommunitykitchen.org)

Title: Pantry Assistant

Reports to: Pantry Manager

## I. Organizational Overview

The Community Kitchen was established in Keene, NH in 1983 to ensure that everyone in the community would enjoy the basic human dignity of having access to enough food to eat. For forty years, the organization has offered our neighbors hot meals and take-home groceries along with fellowship, resources referrals, education, and advocacy in support of food security for all. Our current programs, serving the Monadnock Region, are Hot Meals, Pantry, Mobile Food Pantry, Gleaning, and Advocacy.

## II. Mission, Vision, Values

*Our mission:* The Community Kitchen strives to provide nutritious meals and groceries; to educate and empower our guests, community, and partners; and to be a leading advocate to strengthen food security in the Monadnock Region.

*Our vision:* All people in the Monadnock Region are able to access healthy and nutritious food to provide for themselves and their families.

*Our values:* Dignity – Everyone is treated with respect, empathy, non-judgment, and confidentiality. We value diversity, equity, and inclusion; Integrity – We earn trust with reliability, consistency, high standards, and quality work; Teamwork – With positivity, helpfulness, interdependence, and solidarity, we work together, within our organization and beyond, to achieve our mission; and Sustainability – We will achieve a sustainable business and lasting impact on community food security with adaptability, resourcefulness, and innovation.

### III. The Role

This is a part-time position. Pantry Assistants are responsible for carrying out the manual tasks required to move, organize, and sort the large quantities of food that supply the pantry and hot meals programs. Pantry Assistants will become a regular face of the organization for our guests, so their ability to empathize and respectfully respond to guests' needs, demonstrating a compassionate willingness to help, is paramount in this role.

### IV. Primary Duties and Responsibilities

- Assist Pantry Manager opening and closing of Pantry daily.
- Supervise, guide and train volunteers when and where necessary.
- Unload van upon return from morning pick-up runs and food banks, taking boxes into dining room for sorting or sending into warehouse as appropriate.
- Ensure sorters have banana boxes/pig food buckets/inserts in dining room.
- Sort, box and put away meat and produce that came in on the van.
- Make sure all volunteers are prepared, watch for needs for assistance/help/training.
- Help unload cargo van or box truck when necessary, moving product to 2<sup>nd</sup> level, using conveyor belt.
- Bring inventory down from warehouse to the distribution line for Pantry days. Restock distribution line inventory during Pantry days.
- Pick and compile orders which come in from local organizations.
- Be available for on and off-site pantry distributions, including Mobile Pantry and Partner Pantries
- Aid in monthly inventory counts.
- Respond to requests from other pantries for product in Manager's absence.
- Any other duties deemed necessary for the general operation and success of The Community Kitchen.
- Pantry Assistants may be asked to carry out incidental errands to collect food donations from farms, restaurants, bakeries, etc.
- Learn computer system for Registration.

## V. Reporting Relationships

Pantry Assistants report to the Pantry Manager. This position does not have supervisory responsibilities.

## VI. Requirements

- Able to lift 50 pounds repeatedly, sit or stand for long periods, and work in extreme temperatures
- Ability to follow directions and carry out multi-step organizing routines regularly
- Excellent customer service skills
- Attention to detail and ability to discern whether foods meet safety standards
- Driver's license and a clean driving record is preferred

Please note, the above job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position.

The Community Kitchen is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.