

RIVERSIDE COMMUNITY HEALTH FOUNDATION

POSITION DESCRIPTION

Position Title: Food Pantry Assistant

Reports To: Food Pantry Specialist

FLSA Status: Non-Exempt, Part Time

Under the direct supervision of the Food Pantry Specialist, the Food Pantry Assistant will serve community members who face food insecurity and ensure equitable access to nutritious food resources. This position will be responsible in assisting in all aspects of the Food Pantry's procurement and distribution of food, including pickup/delivery, receipt, storage, and distribution of food to community members in need; and maintaining the overall appearance. This program is located at the Community Settlement Association site.

Working Relationships:

Work directly in collaboration with the Food Pantry Specialist, the VP of Operations, Social Services & Administration Coordinator, maintenance staff, community members, and community partners.

Position Responsibilities:

1. Uphold and support the mission, philosophy, objectives, policies, and ethics of CSA.
2. Assist in maintaining all aspects of food inventory, controls, and distribution. Manage and assist with food inventory, stocking pantry shelves, and food rotation schedule.
3. Assist with the pick-up and delivery of donated pantry food from vendor sites. Receive/deliver product, as well as load and unload.
4. Attend and participate in programming meetings.
5. Organize food distribution process with other RCHF/CSA staff.
6. Adhere to food handling safety guidelines as well as physical ergonomics safety standard guidelines.
7. Utilize FIFO (first in, first out) inventory practices to ensure food quality and minimize waste.
8. Follow program guidelines for clients, staff, and volunteers, and always maintain confidentiality.

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9. Establish positive, supportive relationships with community residents and provide support.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS

Education: High school diploma, or equivalent. Possession of food handlers' card or ability to obtain, valid driver's license, and clean driving record.

Experience: Minimum one year of food handling experience, and one year of Customer Service experience preferred.

Knowledge & Skills:

- Ability to communicate in English and Spanish
- Ability to effectively interact with a diverse community population
- Ability to work independently with minimal supervision; self-motivated
- Ability to organize and coordinate food distribution with community
- Ability to set goals and to work toward meeting those goals in an organized manner
- Ability to work on multiple projects at once
- Ability to follow directions
- Ability to use good judgment and discretion
- Ability to maintain the highest level of confidentiality in all work assigned
- Ability to present a professional appearance both in dress and demeanor
- Ability to maintain poise and exercise diplomacy, and effectively interact with a diverse community population
- Ability to sit/stand for 2-5 hours, walk, bend/stoop, and twist/turn for up to 2-3 hours.
- Ability to stand up/lift, lift and carry, lifts overhead up to 50lbs.
- Push/pull an average of 800lbs.

President/CEO

Date

I have carefully read and understand this job description and herein verify that I am able to perform all job requirements as listed.

Food Pantry Assistant

Date