

FOOD PANTRY ASSISTANT

The Needham Community Council is seeking a part-time Food Pantry Assistant 12-15 hours per week to assist the Food Pantry Manager with operational tasks. The Council Food Pantry is a successful client “Fresh First” distribution program with an increasing client base and outreach needs.

Hours: Tuesday & Thursday 2:00 – 7:00 pm

Saturdays 9:00 – 2:00, with 1 Saturday a month off.

Extra Seasonal Hours will be available for the Spring & Summer months.

Responsibilities:

- Train & Supervise food pantry volunteers in all aspects of their responsibilities.
- Assist with evaluating ongoing food supplies, inventory & needs.
- Intake food donations [e.g. receive, checking expiration dates, weigh, sort, stock]
- Drive Council van as needed to pick up and/or deliver food (e.g. local food suppliers) & trash removal to the Towns Recycling & Transfer Station (RTS)
- Ensure a clean and safe environment that meets food safety and Health Department guidelines.
- Understand & be able to explain all food pantry policies & procedures.
- Maintain inventory records of incoming food supplies.
- Attend monthly staff meetings, as scheduled.
- Report to the Food Pantry Manager, assume responsibilities in their absence.
- Other duties as assigned to further the mission of the Needham Community Council.

Qualifications:

- Be able to lift a minimum of 50 lbs. & stand throughout shift.
- Current Driver’s License with a Safe Driving Record
- Minimum, High School degree; Associate degree preferred.
- Excellent customer service skills and desire to work in a team environment, flexibility, ability to multi-task, strong organizational skills.
- Comfort in using a computerized client management system.
- Dependable, respectful in a multicultural community & ability to keep confidentiality.
- Experience in food pantry operation a plus
- Bilingual in Spanish / English is a plus.

A Successful candidate will:

- Become certified to receive food from the Greater Boston Food Bank
- Become State certified in Safe Food Handling Practices
- Be trained and will maintain computer records in the Council’s E-Tapestry database.
- Complete a CORI background check.

Interested candidates should send a letter of interest and resume to srobinson@needhamcouncil.org

No phone calls please. We are an equal opportunity employer.

Visit us online at: www.needhamcommunitycouncil.org

Salary \$20 per hour