

TITLE: WASATCH COUNTY PANTRY LEADER**SALARY:** \$11.00 – \$11.50 an hour depending on experience– 20 hours per week, partial benefits offered

Make a difference in your community and in the lives of those in need. This is a key opportunity to fill an important role with a leading non-profit agency dedicated to helping individuals and families achieve self reliance. The Pantry Leader will assist clients to obtain food and will maintain a neat and organized pantry. Duties include assisting clients, placing food orders, program support and engaging with community members, volunteers and businesses. Strong organizational and interpersonal skills are essential along with enthusiasm and the ability to build positive community relationships. Related experience and the ability to speak Spanish is a plus.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Food Bank Manager:

- Represents the Heber Food Pantry to the community, donors, volunteers and other staff. Presents a positive image.
- Assesses needs and problem solves with clients regarding household requirements.
- Provides counseling, referrals and budgeting sessions in support of client needs.
- Provides appropriate referrals to other resources within the community to help meet clients' long-term needs.
- Maintains accurate records pertaining to each client, and pantry inventory.
- Complies with safety policy and procedures. Keeps work areas clean, organized and clutter free.
- Assists with food drives (Scout drive, mail carrier drive and other community food drives)
- Performs other duties as assigned

QUALIFICATIONS:

High School graduate and experience in areas related to the above duties and/or combination of education and experience substituting on a year by year basis.

High standard of honesty and integrity is required. Must maintain a high level of trust with clients and agency personnel.

- Ability to identify client needs and use effective interviewing principles, methods and techniques. Knowledge of minority needs and low-income problems helpful.
- Knowledge of operations and food handling is preferred.
- Awareness of social service programs and resources for the elderly, low-income and homeless populations and other groups and individuals. Also community resources available to assist those in need.
- Excellent oral and written communication,
- Excellent interpersonal and customer service skills are required.
- Able to work with persons from a variety of backgrounds,
- Basic computer skills required; spreadsheet, word, data base, etc.
- Ability to work as a team player and problem solve,
- Able to meet program performance measures in a required time frame,
- Ability to lift 40 pounds on a frequent basis,
- Travel may be necessary. Reliable transportation is required.
- Must be dependable trustworthy and a self-starter.
- Partial benefits

The application can be downloaded at our website: www.CommunityActionUC.org. Click on About Us, Employment Opportunities. Please submit application to **DSMITH @CommunityActionUC.org** or fax to **(801) 373-8228 attention: Dave**.

Community Action Services and Food Bank is an Equal Opportunity Employer.