

TITLE: WASATCH COUNTY PANTRY WORKER**SALARY:** \$11.00/hr + depending on experience. 20 hours per week, partial benefits offered**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 situation and needs.
- Provides counseling, referrals and budgeting sessions in support of client needs.
- Identifies and provides appropriate referrals to other resources within the community to help meet clients long-term needs.
- Prepares food orders and assists with food collection to keep food pantry inventories at appropriate levels to serve clients.
- Maintains accurate records pertaining to each client, completes data entry in the DBA FacsPro program.
- Keeps records and reports of clients served, food donations and disbursements.
- Works closely with Supervisor and other Team members to maintain a smooth and efficient running program.
- Works as a team to coordinate and implement food pantry services at satellite office and main office,
- Completes and submits all documentation (time sheets, mileage, etc.) in a timely manner,
- Attends staff and training meetings as directed,
- 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)
- Must be dependable, trustworthy and a self-starter,
- 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 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 skills and customer service basics are required.
- Able to work under pressure and in stressful situations,
- Able to work with persons from a variety of backgrounds,
- Basic computer skills required; spreadsheet, word, data base, etc.
- Ability to speak Spanish is helpful,
- 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.

The application can be downloaded at our website: www.CommunityActionUC.org. Please submit application to **DSMITH @CommunityActionUC.org or fax to (801) 373-8228 attention: Dave. Posting closes at 4:00 p.m. on May 12, 2017.**

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

Community Action Food Bank • Home Buyer & Mortgage Counseling Services • Support Services and Family Development
• Circles Initiative • Commercial Kitchen • Community Garden • Back Pack for Kids



Our Partner in Caring