



815 S. Freedom Blvd. Suite 100  
Provo, UT 84601  
P: (801) 373-8200  
F: (801) 373-8228  
CommunityActionUC.org

**Title:** SUMMIT/WASATCH COUNTIES Pantry Worker  
**Salary:** \$9.75 per hour, 10-15 hours per week, partial benefits

#### **DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Family Development Program Manager and the Food Bank Director, the staff:

- Presents a positive image to public, volunteers and other staff,
- Assesses needs and problem solves with clients regarding household situation,
- Provides counseling and budgeting sessions as a tool in determining client needs.
- Identifies and provides appropriate referrals to other resources within the community to help meet client needs on a long-term basis,
- Prepares and distributes food boxes to eligible clients,
- Maintains accurate records pertaining to each client, completes data entry in the Db a FacPro and Access,
- Works closely with managers and other team members to maintain a smooth and efficient operating program,
- Works as a team to coordinate and implement food pantry services at satellite offices and main office,
- Completes and submits all documentation (time sheets, mileage, etc.) in a timely manner,
- Attends staff and training meetings as directed,
- Presents a positive public image by assuring that all work areas are clean and clutter free,
- Assists with food drives two times a year,
- Must be dependable, trustworthy and a self starter,
- Performs other duties as assigned.

#### **QUALIFICATIONS:**

High School Graduation and one year experience in an area 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. Maintain a high level of trust,
- Ability to identify needs and use effective interviewing principles, methods and techniques, knowledge of minority needs and low-income problems.
- Prefer applicant be familiar with areas of assignments.
- Requires contacts with social service agencies for the elderly, the low-income and homeless populations and other groups and individuals.
- Excellent, oral and written communication,
- Excellent customer service skills a must,
- Able to work under pressure and in stressful situations,
- Able to work well with persons from a variety of backgrounds,
- Basic computer skills a must,
- Ability to speak Spanish is helpful,
- Ability to work as a team player and problem solve,
- Must be dependable, able to multi-task, maintain the highest level of client confidentiality and work integrity,
- Able to meet program performance measures in a required time frame.
- Knowledgeable of community resources,
- Ability to lift 30 pounds on a frequent basis.
- Travel is necessary; therefore, reliable personal transportation is a must.

The application can be downloaded at our website: [www.CommunityActionUC.org](http://www.CommunityActionUC.org) and submitted by email to [LLE@CommunityActionUC.org](mailto:LLE@CommunityActionUC.org), or fax to (801) 373-8228 attention: LoAn. **Posting closes at 5:00pm August 29, 2018.**

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

Community Action Food Bank • Home Buyer & Mortgage Counseling Services • Support Services Family Development • HEAT Program • Community Action Youth Program • Elderly Services



Our Partner in Caring