



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

Job Description Food Pantry Worker

Job Title: CASFB Food Pantry Worker

Compensation: Range \$14.00 - \$15.00/hr Depending on Experience. This position is a part – time position up to 28 hours/week

Position Summary:

The CASFB Food Pantry Worker will work under the director of the Provo Pantry Supervisor to meet the daily food orders of clients. This position is part of the pantry staff and facilitates a positive daily pantry experience for clients, team members, and volunteers.

Responsibilities:

The CASFB Food Pantry Worker is responsible to ensure donated goods/food stuff is used to the greatest extent as possible by the Community Action Services and Food Bank clientele. As part of the team the Food Pantry Worker will ensure adherence to the first in first out principles of product rotation, and help each volunteer have a positive engagement opportunity.

The Food Pantry Worker is responsible for carrying out the following types of activities:

- Performs food pantry and warehouse work necessary to provide food assistance to agency clients including:
 - Food donation receipt, product sorting and storage, stocking pantry shelves and coolers, discard of waste.
 - Work to insure effective and efficient pantry and warehouse operations.
 - Culling of fruit and produce to maintain appropriate product quality
- Supports and assists Food Bank volunteers and staff in completing all tasks.
- Assists pantry clients and directs pantry volunteers in guiding clients through the pantry.
- Works in a safe manner and complies with all safety rules and procedures. Promotes team safety.
- Conducts housekeeping to assure that work areas meet USDA standards for cleanliness and that areas are organized, clean, safe, and clutter free.
- Represents the Food Bank of Community Action in a courteous and professional manner with donors, volunteers, visitors, community members, agency partners, store personnel, school officials, clients, staff, and others.
- Maintains all necessary records including donation and disbursement receipts, client logs, timesheets, discard, etc.
- Supports successful food drives and pickups as directed including occasional Saturday work.
- Sorts donations, makes food boxes, cleans fresh produce, prepares senior sacks and 'Kids Nutrition Paks'
- Attends staff and training meetings as directed.
- Performs sidewalk and snow removal, trash removal, yard work, and parking lot clean up as needed.
- Accept extra assignments as needed or requested.

Qualifications:

- Adheres to all CASFB policies and procedures.
- Able to lift up to 80 lbs. – 40 to 60 lbs. on a regular basis.
- Must be honest, fair, courteous and consistent in handling and disbursing donations.
- Strong interpersonal and communication skills.
- Excellent customer service skills.
- Ability to problem solve
- Ability to work under demanding and stressful situations
- Able to work as a team player.
- Willing to follow directions
- Must be dependable, motivated, and a self starter.
- Flexible and able to work some evenings and weekends if required
- Bi-lingual – Spanish-speaking preferred but not required.
- Reliable, personal transportation required.

CASFB is an Equal Opportunity Employer

Community Action Food Bank • Home Buyer & Mortgage Counseling Services • Family Development & Support Services • Circles
Community Gardens • Commercial Kitchen



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