

## **FOOD PANTRY ASSISTANT**

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

Hours: In general, Tuesday, Thursday, & Friday 9am-2pm; some flexibility is possible;  
an additional 4 Saturdays/ year during scheduled community food drives is required

### **Agency Goals:**

- Increasing food supplies to meet the evolving needs of customers via food donations and/or food purchases
- Implement the Feeding America “Nudge Program” to increase the availability of fresh fruits & vegetables, and healthy food choices for food pantry customers
- Increase the availability of food items provided through off-site distribution methods, including a weekly seasonal mobile market

### **Responsibilities:**

- Assist with evaluating ongoing food supplies, inventory & needs
- Work closely with volunteers to intake food donations [e.g. receive, weigh, sort, stock]
- Assist with the coordination/organization/supervision of community food drives
- Drive Council van as needed to pick up and/or deliver food (e.g. Boston Food Bank and/or local food suppliers)
- 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
- Assist Food Pantry Manager as needed, assume responsibilities in his/her absence
- Other duties as assigned to further the mission of the Needham Community Council

### **Qualifications:**

- Be able to lift a minimum of 40 lbs, & stand throughout shift
- Minimum, High School degree; Associate degree preferred
- Excellent communication 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

### **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@needhamcommunitycouncil.org](mailto:srobinson@needhamcommunitycouncil.org)

No phone calls please.

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