



POSITION DESCRIPTION

Job Title: Food Pantry Helper

Responsible to: Nutrition Services Manager

Type of Position: Temporary, Part Time, 20 hours

Revised: 9/1/2026

PRIMARY OBJECTIVE:

The Food Pantry Helper assists with the daily operations of the food pantry and helps ensure food and supplies are organized and available to community members.

Key Responsibilities:

- Receive, sort, and organize donated food and supplies.
- Inventory, sort and date checking food products for distribution.
- Stock shelves, maintain and rotate inventory.
- Assist clients in a friendly, respectful, and welcoming manner.
- Help maintain a clean, safe, and organized pantry area.
- Assist with loading and unloading food deliveries.
- Check food items for proper dates and packaging.
- Follow food safety and pantry procedures.
- Perform other related duties as needed.

Qualifications:

- Reliable and dependable.
- Able to work well with staff, volunteers, and community members.
- Good communication and customer-service skills.
- Able to lift and move boxes or food items as needed (50lbs)
- Previous food pantry, warehouse or food service experience is helpful but not required.

Schedule: Temporary position; schedule and hours to be determined.