



Position Description

<u>POSITION TITLE:</u>	Food Pantry Worker
<u>REPORTS TO:</u>	Food Pantry Manager
<u>CLASSIFICATION:</u>	Full-Time/Non-Exempt, 40 hours per week
<u>WORK SCHEDULE:</u>	Mondays and Wednesdays: 7:00 a.m. – 3:00 p.m. Tuesdays, Thursdays, and Fridays: 8:00 a.m. – 4:00 p.m.
<u>PAY RANGE:</u>	\$16-\$20 per hour

Bilingual (English/Spanish) candidates are strongly encouraged to apply.

BROAD FUNCTION

The Food Pantry Worker is responsible for assisting the Food Pantry Manager and leading volunteers to ensure the day-to-day operations of the Food pantry are running properly and are in alignment with the Mission of Lazarus House Ministries (LHM). Occasional overtime may be required based on the needs in LHM and the Food Pantry (seasonal holidays and weekends).

PERFORMANCE RESPONSIBILITIES

- Represent the face and mission of LHM professionally and with dignity and respect in all interactions internally as well as with the public.
- Drive and/or ride as a passenger in the LHM box truck and pick-up/deliver all food donations from all donating agencies and business sources as required.
- Sort, organize and rotate stock to ensure freshness, quality and minimize waste.
- Properly label all food items and refrigerate or freeze as appropriate.
- Maintain neat and orderly organization and appearance in the food pantry.
- Distribute food to Guests in an orderly fashion including the utilization de-escalation practices as needed.
- Educate and lead all volunteers on the proper operation of equipment, including conveyer belt, walk-in freezers/refrigerators as well as other program operations.
- Accept food donations from individuals, faith organizations, businesses, etc.
- Follow proper health and cleaning procedures to maintain a clean and healthy environment.
- Deliver food to other areas of LHM, as necessary.
- Maintain a knowledge of safety protocols and ensure adherence to those protocols.
- Fulfill other position related duties as required.

QUALIFICATIONS

- Demonstrate strong commitment to the mission of Lazarus House Ministries.
- High School diploma and/or equivalent education.
- Experience in warehouse and/or commercial driving environments is highly desirable.
- Valid driver's license and clean driving record required.
- Must be able to drive or possess a willingness to learn to drive large/commercial vehicles (LHM box truck and LHM van).
- Strong verbal and written communication skills, verbal bilingual ability in English and Spanish is highly desirable.
- Ability to work well individually as well as part of a team.
- Experience working with a diverse demographic of individuals as part of the general public.
- Ability to work with large crowds and utilize de-escalation skills maintain an orderly, respectful environment.

Preferred Qualifications:

- Customer service experience is strongly preferred.
- Knowledge of or experience in the food services industry including food handling, storage and safety is strongly preferred.
- Possess current DOT Health certification or ability to achieve certification.

PHYSICAL DEMANDS/WORKING CONDITIONS

The information described here includes but is not necessarily limited to the general physical requirements, demands and/or working conditions that an employee is likely to encounter at Lazarus House, Inc. You must be able to handle or possess the ability to meet the following:

- Requires extended time driving and/or as a passenger in box trucks.
- Ability to tolerate prolonged time working in the walk-in refrigerator and freezer.
- Ability to regularly lift and move various boxes, food items, etc., frequently lifting up to 15 lbs. throughout the day and lifting other items up to 75 lbs. in weight less frequently during the day.
- Prolonged standing, some bending, stooping, and stretching.
- Eye-hand coordination and manual dexterity sufficient to operate equipment pertinent to the area-office, kitchen, warehouse, cleaning, etc.
- Travel from building to building within the Ministry and/or to external locations.
- Cross-cultural sensitivity and ability to work with or be exposed to diverse populations, including people who are homeless or have mental illness or other challenges.
- Interact effectively with staff, Guests, volunteers, benefactors, and the general public.
- Manage multiple priorities.

This position description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included as are the essential job functions. Employees will be required to perform other job-related duties assigned. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I acknowledge that I have read and understand this position description. I agree to adhere to the position description as set forth herein. I understand that any performance evaluation will include feedback on how well I perform the duties as specified above.

(Employee Signature)

(Date)