

Kennedy Heights Community Center
Position Description

Position: Food Pantry Assistant

Status: Non-exempt, part time, 3 hours per week, \$9 per hour MONDAY AFTERNOONS

Duties and Responsibilities:

- Assist with planning and executing the weekly food pantry
- Assist with the collection of food for the pantry including
 - Weekly Second Harvest order and pick-up
 - As needed Community Action Coalition pick-up
 - As needed and available food pick-up at Northside Farmers Market
 - Other food collection including gleaned food, area food drives, etc.
- Assist with organizing and maintaining pantry closets, freezer, refrigerator, storage, and supplies
- Keeping the food pantry coordinator informed of any problems or concerns
- Ability to repeatedly lift 50 lbs, driver's license preferred.