



Food Pantry Staff Associate

Part Time

1. Provide a **warm, positive and friendly atmosphere** in **Park City Food Pantry** as you greet customers and seek to meet their needs with excellence, professionalism and grace while serving as the “face” of the Christian Center to customers, answering the phone, and answering questions.
2. **Manage daily activity** of food pantry, including customer service, distribution of food, customer intake and maintaining the organization of the food distribution process.
3. Responsible to let Park City **Food Pantry Coordinator** to know of needs, concerns or issues in Food Pantry.
4. Help with providing customer service at CCPC’s **Park City Campus’ Customer Service Window**, being the “face” of the Christian Center to guests, helping to welcome and register new food pantry customers by accurately inputting data, answering questions, and answering the phone occasionally.
5. Responsible for **Food Pantry volunteer oversight** for those volunteers onsite who help serve in the Food Bank both community service and regular volunteers.
6. Be trained to run Square, CCPC’s point of sale system.
7. Maintain and follow CCPC’s guidelines for financial integrity and accountability regarding sales transactions, cash handling, deposits and donations.
8. Help maintain an overall professional appearance and atmosphere that we strive for at the Christian Center.
9. Assist the Director of Programs in any other areas when necessary.

Qualifications:

- Excellent organizational and sales skills, able to plan ahead and manage multiple tasks.
- Strong relational, communication, and interpersonal skills.
- Ability to work independently, in a multi-task environment and maintain positive attitude in the midst of change, accepting change with grace and excitement.

Expectations:

- Passionately live out the vision of the Christian Center through this role and cast that vision to your team, volunteers, clients of the Center and to the general public.
- Able to maintain confidentiality in all matters.
- Represent the values of CCPC.

Reports to: Director of Programs