



Food Pantry Staff

Part Time, Hourly

1. Provide a warm, positive and friendly atmosphere in Park City 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 Food Pantry Manager know of needs, concerns or issues in Food Pantry.
4. Responsible for Food Pantry volunteer oversight for those volunteers onsite who help serve in the Food Bank both community service and regular volunteers.
5. Be trained to run Square, CCPC’s point of sale system.
6. Maintain and follow CCPC’s guidelines for financial integrity and accountability regarding cash handling and donations.
7. Regularly pick up all food donations in company vehicles following the safety protocols of Utah Food bank and food safety practices.
8. Maintain strong relationships with all Grocery stores participating in food rescue.
9. Responsible for all food drives, including communication, record keeping and all aspects related to food drives and food donations.
10. Assist the Food Pantry Manager to ensure the Park City Food pantry is adequately staffed during opening hours, through scheduling, and training of all pantry staff.
11. Assists in loading and unloading truck in a safe and timely manner (including chocking wheels); accepts assignments from the Volunteer Coordinator to train and work with volunteers. Understands restrictions, lifting and awareness of surroundings.
12. Unwavering in utilizing safe driving practices, including utilizing partners in backing up and signaling, observing all traffic laws, including observing speed limits. Be a model of proper and safe driving at all times.
13. Assists the Food Pantry Manager with scheduling corporate and business donation GIK pick-ups.
14. Fuels and maintains trucks according to designated schedule; checks vehicle fluids daily and completes the inspection form of the truck daily.
15. Help maintain an overall professional appearance and atmosphere that we strive for at the Christian Center.

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.
- A safe driving record and a valid UT driver’s license.
- A heart for and support of the mission of CCPC.

- Basic computer skills.
- Ability to safely lift and position up to 75 pounds. Job could entail occasional bending, kneeling, and reaching often in awkward or tiring position. Bulk of time spent standing, walking or otherwise assisting customers.

Expectations:

- Passionately live out the vision of CCPC 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: Food Pantry Manager

Start Date

August 1, 2020.

Compensation

Based on Eligibility. Minimum of \$14 an hour

On behalf of the entire Christian Center, we look forward to working with you as we serve together to honor God and meet people at their point of need, as an expression of God's love. If you have any other questions or comments, please do not hesitate to call or email me.