

Food Pantry Assistant
St. Martha, Murrieta
32 Hours a Week
Pay Range: \$19.00-\$21.00 / hour DOE

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

POSITION SUMMARY:

Under supervision from the Food Pantry Manager and following established procedures, to assist in managing and coordinating all aspects of the Food Pantry operation.

ESSENTIAL JOB FUNCTIONS:

- Maintains Food Pantry building, offices and equipment in good condition. Require all work to be performed according to safety requirements and guidelines.
- Assist with daily unloading, shelving, stocking and storing of food donations and deliveries.
- Assist in directing and assigning Food Pantry volunteers.
- Assist in managing food inventory and pantry storage space.
- Assist and support pantry clients and prepare food distribution area.
- Drive Food Pantry truck for pick-up and drop-off of donations, as needed.
- Operate forklift and other equipment according to safety requirements and guidelines.
- Maintain cleanliness of interior and exterior of all buildings on site and off site including, sweeping, mopping, removing trash and litter, and cleaning multiple restrooms.
- Collaborate as a team member with staff, volunteers, and parishioners, taking direction and welcoming all people to our site.
- When needed, assist in answering phones and inquiries in a welcoming manner.
- Must be available to work flexible hours.
- Assist at Thrift Store or at Parish site, as needed.
- Other responsibilities as deemed necessary by the Food Pantry Manager or Parish Administration.

QUALIFICATION GUIDELINES:

- High school diploma or GED level education.
- Valid California Driver's License, meeting insurance/driving age requirements.
- Certified forklift operator.
- Food Handler's license.
- Must be able to read instructions for safe and correct use of tools and chemicals used in the repair or maintenance of relevant items.
- Must be knowledgeable in safe work procedures and practices.
- Must have ability to lift heavy objects.
- Must be self-motivated with a strong work ethic and the ability to multi-task.
- Must have excellent collaboration skills.
- Must have ability to interact professionally with all employees and people coming onto site.
- Must demonstrate flexibility, friendliness, and be a responsible member of Food Pantry team.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 40 lbs., pushing, pulling, kneeling, crouching, hearing, speaking, seeing, reaching, repetitive forward bending, arm/hand motions, hand/finger movements prolonged gripping of an item, sense of touch/feel, temperature extremes.

Interested Candidates, please submit resume and cover letter to:

Diocese of San Bernardino
Attn: Eileen Salazar, HR Generalist – esalazar@sbdiocese.org
1201 E. Highland Ave.
San Bernardino, CA 92404
(951) 475-5173

The Diocese of San Bernardino is an Equal Opportunity Employer.