

PARISH POSITION DESCRIPTION

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of the position responsibilities.

MINISTRY CLASSIFICATION: OUTREACH

STATUS: HOURLY

POSITION TITLE: FOOD PANTRY ASSISTANT

SUPERVISOR: FOOD PANTRY MANAGER

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 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.

SKILLS & EXPERIENCE REQUIRED

- 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 into the Food Pantry.
- Must demonstrate flexibility, friendliness, and be a responsible member of Food Pantry team.
- Must have ability to work in a multi-cultural environment.

EDUCATION & CREDENTIALS REQUIRED

- High school diploma or GED level education.
- Valid CA Driver's License.
- Certified forklift operator.
- Must be able to read instructions for safe and correct use of tools and chemicals used in the repair or maintenance of relevant items.

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PHYSICAL REQUIREMENTS

Includes but not limited to lift, push and pull up to 40lbs. on a regular basis, considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 40lbs, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes. Ability to stand for long periods of time.

Interested candidates, please forward your resume to:

St. Martha Catholic Church
Attn: Sandra Duarte, Business Administrator – sduarte@sbdiocese.org
37200 Whitewood Road
Murrieta, CA 92563
(951) 698-8180

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