



6201 N 60<sup>th</sup> Street  
Omaha NE 68104

We are called to feed and clothe God's people in need.  
We believe nutritious food contributes to good health.  
We value people with love, hope, compassion and dignity.

**Helping Neighbors ~ Improving Lives ~ Spreading Blessings**

## **Pantry Specialist Job Description**

**Position Description:** Part-time position responsible for processing pantry donations and inventory, assist clients, collect client data, and assist with office tasks and special projects.

**Normal Work Hours:** Monday, Tuesday, Wednesday, and Friday 9:00 a.m. until 4:00 p.m.

### **Skills and Qualifications:**

- 1) Able to lift and move 25 to 50 pounds, carry boxes, stand and walk for long periods of time.
- 2) The capacity to work well with others; as well as relate sensitively and effectively with our staff, those who serve as volunteers, and our clients.
- 3) Shows appreciation and respect for the role of the Executive Director and the Board of Directors with respect to the governance of our agency, and the desire and ability to work in partnership with them, other staff, and volunteers.
- 4) Demonstrates positive abilities in the areas of organization skills, independent time management skills, effective communication skills, leadership qualities, and ability to work well with volunteers and clients.
- 5) Ability to proficiently use a computer with Microsoft Word, Excel and the Microsoft Suite programs as well as knowledge and proficient use of the internet and social media.
- 6) Educational requirements include high school diploma with some post-secondary education and at least 2 complete years of successful work experience.

**Supervisor:** Responsible to the Executive Director.

### **Duties and Responsibilities:**

- 1) Supervises, processes, and organizes the intake of all food, household products, personal care items, and clothing donations including documentation on intake forms and stocking the shelves.
- 2) Supervises the processing and distribution of food in the pantry area.
- 3) Maintain the appearance and function of the pantry area.
- 4) Collects client data and interacts with pantry clients to facilitate a positive experience for the clients.
- 5) Maintain food inventory records including completion of monthly inventory process.
- 6) Record freezer and refrigerator temperatures and maintain logs.
- 7) Supervises special group projects with educational, service, business, and other nonprofit organizations.
- 8) Assist with answering phone calls and replying to phone messages.
- 9) Develop and print pantry forms, logs, schedules, posters, fliers and handouts.
- 10) Participates in the production and distribution of newsletters and general correspondence.
- 11) Cross train on some duties maintained by the Executive Director and On-site Coordinator as needed for daily operation of the food and clothing pantry.
- 12) Serve as on-site representative when Executive Director and On-Site Coordinator are not available.
- 13) Assist the Executive Director and On-Site Coordinator with additional duties as assigned.

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