

## **WESTSIDE EMERGENCY FOOD PANTRY AIDE - PART TIME**

Crossroads Urban Center, a private non-profit agency, employs a Pantry Aide part-time to work with staff and volunteers at our Westside Emergency Food Pantry in Salt Lake City. The Pantry Aide is directly responsible to the Westside Pantry Manager and will assist in the day-to-day operation of the food pantry.

### **QUALIFICATIONS**

- Knowledge of general procedures in an emergency food pantry. Experience working in this type of environment.
- Ability to do heavy lifting (50 pound boxes).
- Ability to work under pressure.
- Ability to take direction and follow through on assigned tasks.
- Ability and experience working with low income people.
- Conversational Spanish language ability preferred.
- Basic computer literacy.
- Valid driver's license and good driving record preferred.

### **JOB DESCRIPTION**

- Intake interviews and processing of requests for emergency food and other services.
- Help maintain electronic client database.
- Stock shelves, bag groceries, and pick up food donations as needed.
- Dispense basic information and make referrals as appropriate.
- Unload trucks and assist donors contributing food.
- Weigh and write receipts for food donations.
- Supervise pantry operations and volunteers in the absence of the Pantry Manager.
- Routine maintenance/clean up of building as needed.
- Miscellaneous duties as assigned by the Pantry Manager or the Emergency Services Director.

**TIME COMMITMENT:** Twenty-four hours per week (Mondays, Tuesdays & Thursdays).

**WAGE & BENEFITS:** \$12.50 per hour to start. Pro-rated health benefits, vacation and sick leave. This is a permanent, part-time position.

**TO APPLY:** **Position open until 5 PM on Thursday, October 19<sup>th</sup>.** Submit an application or resume to Glenn Bailey, Executive Director, 347 S. 400 East, Salt Lake City, 84111. Inquiries to Glenn or Rachel at (801) 364-7765 or [glenn@crossroadsurbancenter.org](mailto:glenn@crossroadsurbancenter.org).

**Crossroads Urban Center is an Equal Opportunity Employer**