Job Description – Food Pantry Assistant

OUR MISSION STATEMENT

The Friendly Kitchen seeks to provide a meal for the hungry in a warm and caring non-discriminating environment through the coordination of community volunteer resources.

Food Pantry Assistant

This is a part-time, hourly position, approximately 15–20 hours per week. Workdays are Tuesday, Wednesday, and Thursday. Typical shifts are 8:00 AM to 12:00 PM. The Food Pantry Assistant will report directly to the Pantry Manager and work closely with staff and volunteers to keep incoming donations moving efficiently through the pantry.

Skills & Competencies Required:

- Ability to lift and carry 40–50 pounds
- Reliable and dependable attendance
- Comfortable with hands-on, physical work
- Ability to work well as part of a team

Responsibilities:

- Process, sort, and cull food donations received from various sources
- Organize and shelve accepted donations in the pantry area
- Keep sorting and storage areas clean and organized
- Communicate with the Pantry Manager on inventory needs or concerns
- Other duties as assigned

Pay Rate: $15.00–$17.00/hour, depending on experience

Interested candidates should email thefriendlykitchen@thefriendlykitchen.org.