



1616 Lewis Street • PO Box 943 • Helena, Montana 59624 • [www.helenafoodshare.org](http://www.helenafoodshare.org) • 406.443.3663

## Helena Food Share Position Description

**Position:** Pantry Assistant

**Hours:** 20 hours per week, Mon.-Fri., some evenings and Saturdays.  
Flexible scheduling or overtime hours are sometimes required for evening or weekend work.

**Compensation:** \$11.00 - 12.00 per hour, based on experience. This is a non-exempt (hourly) position.

**Supervision:** The Pantry Assistant reports directly to the Program Director.

### Helena Food Share Mission:

Helena Food Share serves our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area.

### Summary:

The Pantry Assistant is a key member of the HFS Program Team who works under the direct supervision of the Program Director. The Pantry Assistant must have a firm commitment to the organization's mission and share our vision of Creating a Hunger Free Community.

The Pantry Assistant must be capable of managing many program operations details while fully understanding the importance of these details in the big picture of all of Helena Food Share's work. This employee must have strong organizational, supervisory and time management skills, and be able to operate with minimal supervision in a busy service environment.

The majority of the Pantry Assistant's time will be devoted to: 1) Moving food inventories through Helena Food Share facilities for the efficient operation of all its programs, 2) managing volunteers, and 3) providing clerical office support. The Pantry Assistant plays a critical role in modeling desired workplace behavior expected of volunteer: to treat all with respect and dignity, to serve as best we can all who are in need of food assistance, and to care for each other's safety at all times. The Pantry Assistant will interact with customers, community volunteers, community groups, donors of food and funding, and all Helena Food Share team members. Therefore, exceptional communication and workplace skills are required to carry out the duties of the position. This will include assisting the program team and other staff members, as needed, to meet overall organization needs.

### Responsibilities

#### Receive and Distribute of Food:

- Receives grocery rescue, walk-in donations, food drive donations, and large shipments of product.
- Ensures that all incoming and outgoing food is properly weighed and recorded.
- Gets the pantry stocked and ready to open.
- Keeps the back of the house well organized and clean.
- Moves food using a walk-behind forklift, electric pallet jack, manual pallet jack, and by hand. Operates equipment safely.
- Obtains training, as needed, for safe food handling and transportation.

## **Manage Volunteers**

- Manages tasks of regular volunteer staff.
- Manages large volunteer groups periodically.
- Maintains respectful relationships with volunteers.
- Trains volunteers for safe food handling and safe work practices.

## **Office Support**

- Provides office support for all programs as directed.
- Enters data into spreadsheets and databases and files paperwork.
- Tracks volunteer applications and volunteer hours.

## **Program Backup and Other Duties**

- Provides back-up and assists with grocery rescue.
- Provides back-up and assists with other program team functions when needed, including truck driving, Kid Packs delivery, stocking pantry shelves, customer assistance and many other tasks.
- Other duties, as assigned.

## **Minimum Knowledge, Skills and Abilities**

- Must have a firm commitment to the vision and mission of Helena Food Share.
- Must be organized and flexible.
- Must have skills to move food and goods with automated equipment.
- Must be able to function in an office environment, including proficiency using Email, doing web research and data entry using Microsoft Office and custom database programs.
- Is able to stay calm & professional, responding articulately under significant programmatic pressures.
- Is able to develop effective working relationships with a variety of individuals and agencies.
- Must have superior communication and intrapersonal skills to effectively interact with and appreciate volunteers, customers, and the wider community.
- Must be skilled in problem-solving and handling sensitive issues with compassion and maintaining confidentiality.
- Must be willing to work evenings or weekends when needed and scheduled.
- Must be able to push/pull/lift 80 lbs. repeatedly.

## **Minimum Education, Experience and Licensing Requirements**

- Valid MT driver's license.
- Experience in human service work, specifically working with people in crisis or poverty, is preferred.

## **To Apply**

This position will be open until filled. To be considered in the first round of interviews, application materials must be received **by Tuesday, July 31, 2019**. Please email a cover letter, resume, and 3 work references to [kdale@HelenaFoodShare.org](mailto:kdale@HelenaFoodShare.org). Contact the Program Operations Director, Kim Dale 406-443-3663 x110 with any questions.