



## Helena Food Share Position Announcement

**Position:** Pantry Assistant (2 positions open)

**Status:** These are temporary positions to help in meeting current staffing needs for our emergency food assistance programs.

**Hours:** 32-40 hours per week, Mon.-Fri., Working on a one-week-on, one-week-off schedule. Flexible scheduling or overtime hours may be required for evening or weekend work.

**Wage:** \$15.00 per hour.

### Responsibilities

The Pantry Assistant will work as part of the HFS Program Team, under the direct supervision of the Program Director. This is a temporary position needed to work in meeting the current increased staffing needs for our emergency food assistance programs. The majority of duties will be devoted to managing the movement of food, preparation and assembly of emergency food boxes and distribution to Helena Food Share customer. This involves working in a team with other staff and with volunteers.

### Receive and Distribute of Food

- Oversees movement of food in and out of the Helena Food Share warehouse, Lewis Street Pantry, East Helena Pantry, and Mobile Pantry.
- Receives grocery rescue, large shipments of product and other food donations as needed.
- Ensures that all incoming and outgoing food is properly weighed and recorded.
- Gets the pantry stocked, oversees packing of food boxes and preps the pantry to open.
- Rotates food and manages all food inventories according to best practices for charitable food distribution organizations.
- 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

- Supervises and trains volunteers (individuals and groups) for duties in the pantry.
- Trains volunteers for safe food handling and safe work practices.

### Program Backup and Other Duties

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

### Desired Experience and Position Requirements

- Must have a firm commitment to the vision and mission of Helena Food Share.
- Must be able to push/pull/lift 60 lbs. repeatedly.
- Valid MT driver's license required, Commercial Driver's License preferred.
- Experience in organizing logistics and coordinating maintenance of facilities and equipment for a commercial or nonprofit organization similar in nature to Helena Food Share.
- Must have skills to move food and goods with automated equipment.
- Experience as a supervisor or team leader, preferably working with or coordinating volunteers. Is able to stay calm & professional while responding to significant programmatic demands.
- This position will require a background check to be conducted as part of hiring.

**To Apply:** Please submit a resume of your personal qualifications, work experience and three work references to [hire@helenafoodshare.org](mailto:hire@helenafoodshare.org). Please direct inquiries or questions to [hire@helenafoodshare.org](mailto:hire@helenafoodshare.org), or 406-443-3663 ext. 110. These positions will be filled as soon as possible. (Posted - 4/2/2020)