



FRIENDS IN DEED is an interfaith organization that provides supportive services to meet basic human needs, so our homeless and at-risk neighbors can rebuild their lives. We do so with compassion, connection, and dignity.

JOB TITLE: Food Pantry Associate
REPORTS TO: Director of the Food Pantry
SALARY RANGE: \$18 - \$20/hour for 32 hours per week
STARTING DATE: June 2022

JOB SUMMARY:

The Food Pantry Associate will provide support in all aspects of the pantry's daily operations. This includes driving the Friends In Deed commercial van for pickups and deliveries; loading and unloading food & groceries; stocking shelves; serving and processing orders for clients; and keeping work areas clean and tidy. Above all, he/she/they must work well alongside staff, volunteers, donors, community partners, and clients of diverse backgrounds and experience.

KEY RESPONSIBILITIES:

- Drive the FID commercial van for pick-up and deliveries from the LA Regional Food Bank, various grocery stores, farmer's markets, and other locations as needed.
- Unload and store large food orders and donations on a regular basis.
- Greet and check in clients. Enter client visits in the computer database.
- Assist with setup and takedown on food distribution days.
- Help keep the food pantry clean and organized.
- Practice proper food handling and food storage procedures.
- Work with and provide guidance to a variety of volunteers daily.
- Help with food drives and other seasonal events, including collaborating with volunteers, community members, school groups, and other partners.
- Support the Food Pantry Director and Food Pantry Manager as needed.
- Work cooperatively with other FID staff members and programs to maintain the organization's mission and support the community.
- Be a friend to our community, patiently listening and providing additional support as needed.

REQUIREMENTS:

- Hold a valid driver's license with current auto insurance
- Safe driving skills and confident driving a commercial van
- Able to move and load boxes up to 50 lbs.
- Capable of performing physical labor
- Excellent communication and decision-making skills
- Flexible and able to work under pressure
- Comfortable interacting with diverse and challenging populations
- Team player willing to collaborate with a range of staff members and volunteers
- Kind, professional, and responsible
- Computer, Email, and Internet proficient
- Bilingual (Spanish and/or Mandarin) highly desirable
- Available to work Saturdays (morning to early afternoon)

Friends In Deed is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We embrace and celebrate the spectrum of our employees'/volunteers'/clients' age, color, ability or disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, neurodiversity, and other characteristics that make our employees/volunteers/clients unique.

If interested in the position, please send your resume and a thoughtful cover letter to employment@friendsindeedpas.org. No telephone calls please.