



<b>Job Title:</b>	Mobile Pantry Assistant
<b>Department:</b>	Pantry
<b>Reports to:</b>	Pantry Manager
<b>Primary Location</b>	Senior Pantry - Fuller

<b>FLSA Status</b>	Part Time, Non-exempt
<b>Prepared by</b>	DS/ARH
<b>Approved by</b>	ARH
<b>Date</b>	06.02.20

**Basic Function:**

Primary function of this position is to assist in the daily activities of mobile pantry sites throughout Kent County.

**Essential Duties and Responsibilities:**

- Maintain inventory on product needed for the mobile sites.
- Assist in assembling product on carts to be loaded in the van.
- Load and unload product on mobile pantry van and/or MOW truck to be delivered to mobile pantry sites.
- Assist in all activities at the mobile pantry locations.
- Maintain storage of all supplies and equipment.
- Maintain tools and equipment according to required safety procedures.
- Assist in duties at the main pantry /mobile pantry locations and ensure nutrition guidelines are followed.
- Ensure coolers are properly cleaned, sanitized, and stored.
- Maintain client signature logs and other documentation/ office materials in the absence of the Mobile Pantry Team Lead.
- Assist in cleaning & organizing mobile pantry locations after the pantry is closed.
- Perform other duties as assigned by MOW management to provide support during absences or shortage of staff and/or volunteers.

**Education/Training/Experience Required**

- Must be 18 years of age or older
- High School Diploma or equivalent
- Strong communication, organizational, and problem-solving skills
- Acceptable driving record

- Valid driver's license
- Basic math skills

### **Physical Demands**

- Standing for long periods of time
- Ability to drive fleet van to various locations
- Frequent driving
- Frequent bending, lifting and twisting
- Ability to lift up to 50 pounds

### **Work Environment**

- Requires ability to work in a community room and warehouse setting
- Work environment will have a moderate level of noise

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent's manager/supervisor.

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*\*\* All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age. \*\**