

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Pantry Assistant- Driver
DEPARTMENT: Saint Francis House
SUPERVISED BY: Saint Francis House Program Director
STATUS: Full time - Permanent / hourly / non-exempt
UPDATED: 12/2/22

Job Summary: The Pantry Assistant-Driver works closely with the Program Manager and other Pantry Assistant/Driver to ensure smooth and timely operations of the Saint Francis House food pantry and warehouse. The primary duties of this position include driving the company vehicle (box truck) for food, supplies, and in-kind donation pickups; stewarding relationships with donors and vendors in the community; receiving and shelving food deliveries and donations in the warehouse; and supporting volunteer activities. During food pantry hours, the Pantry Assistant/Drivers are primarily responsible for packing food boxes and moving them into client vehicles. When the pantry is closed, this position also stocks, rotates, cleans, and organizes the pantry outbuilding and warehouse in addition to receiving and sorting incoming orders and donations.

QUALIFICATIONS:

Competencies: Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Must be highly self-motivated and detail orientated. Must demonstrate maturity, dependability, discretion, flexibility, and strong organizational skills. Must possess the ability to prioritize duties, manage time, and courteously interact with a variety of individuals, both at the work site and in the community

Education/Experience: High School Diploma or GED; 1-year previous experience working with the public and knowledge of warehouse operations or expediting services. Must possess a valid Alaska Driver's License and good driving record. Must present current driving record prior to hire and maintain a good driving record.

Skills: Ability to: work by oneself or as part of a team; foster positive relationships with volunteers, delegating tasks when needed. Excellent customer service and organizational skills. Possession of valid Alaska driver's license and good driving record. Should have a working knowledge of basic computer use.

Physical Requirements: Must be at least 21 years of age. Frequently and repeatedly move boxes and other items weighing up to 60 lbs and position on shelves up to 6 feet high. Ability to operate a pallet jack, dolly, hand truck, and flatbed cart, and lift gate. Must be able to drive agency vehicle safely. Limited weekend or night work to assist with special events when necessary.

Training Requirements: CPR/First Aid; De-escalation Training; HIPAA; Sexual Harassment/Discrimination; Anchorage Food Handler's Card

DUTIES & RESPONSIBILITIES:

1. Perform regular pickups from donors, vendors, and partner agencies, including the Food Bank of Alaska.
2. Build and maintain positive, appreciative relationships with donors, vendors, and partner agencies.
3. Provide oversight and assistance in receiving, rotating, storing incoming orders and donations; Check and inspect goods received to ensure they are of accurate quantity, type, and acceptable quality.
4. Provide support and direction for volunteers, including, but not limited to, organizing and restocking warehouse to ensure smooth box-packing activities.
5. Assist with food box distribution during pantry hours.
6. Maintain a neat, clean, and orderly warehouse, pantry, truck and loading dock.
7. Ensure that health and safety protocols are followed in all pantry facilities and activities.
8. Coordinate pick-ups and deliveries of items with the SFH Program Manager for other CSS programs.
9. Assist with moving large items that require two individuals.
10. Maintain the agency vehicle in good working order, performing minor maintenance as appropriate, and informing the SFH Program Manager of needed repairs and maintenance.
11. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____