



## Elk Grove Township

### Position Description: Food Pantry Assistant

Assist in management of the day-to-day operations of our growing food pantry. Reports directly to the Food Pantry Manager.

#### **Duties:**

- Assist food pantry manager in maintaining a neat and organized pantry, meeting all food safety compliance regulations
- Unload trucks and stock shelves with donations as needed (continual lifting, lowering, and carrying donations that typically weigh 25 - 50 lbs.)
- Keep inventory of Food Pantry
- Assist with management, scheduling, and training of pantry volunteers
- Track inventory of supplies and report if restock is necessary
- Maintain equipment (i.e., carts, dollies, bins)
- Follow and post safety/cleaning procedures
- Clean out fridges and freezers on a regular rotation and additionally, as necessary
- Date-sort stock, using products nearing expiration first
- Make sure stock is rotated efficiently
- Break down all boxes and take out all trash immediately after deliveries or pick ups
- Assist with pick up and stocking shelves after large donations
- Make client bags as necessary
- Completes any other job assignment that may be deemed necessary or appropriate to fulfill the mission of the Township Board
- Complies with all Township policies and procedures in effect from time to time, including, without limitation, time keeping and standards of conduct policies

#### **Skills:**

- Excellent communication skills
- Superb organizational skills
- Ability to interact with diverse groups of people
- Able to work independently and problem solve
- Discretion and confidentiality

#### **Requirements:**

- Basic computer skills (i.e., Outlook calendar, email, etc.)
- Desire to work with those in need
- Willingness to be flexible, learn new things, and ask questions
- Ability to work in a fast-paced office
- Bilingual desired, but not necessary.

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Elk Grove Township does not discriminate on the basis of race, creed, color, ancestry, national origin, age, sex or handicap and complies with the provisions of the Equal Employment Opportunity Act.

**Send Resume to:**  
**ISzymanska@ElkGroveTownship.com**