



Pantry Assistant
Reports to Programs Director
Full-Time or Part-Time, Non-Exempt
\$22.05 Hourly

The Pantry Assistant plays a key role in supporting the daily operations of the pantry. This position works closely with the Food Program Driver to ensure efficient distribution and smooth maintenance of pantry services. Additionally, the Pantry Assistant helps maintain appliances and other equipment essential to Coastside Hope's food pantry.

Characteristics/Skills

The Pantry Assistant position requires someone with impeccable attention to detail, outstanding organizational skills, and the ability to manage multiple projects and tasks at the same time. Physical strength and ability to, lift and carry boxes and food bags weighing up to 75 lbs. Maneuver and load in Coastside Hope vehicles barrels of food stocks weighing up to 200 lbs. This position requires someone comfortable working with clients who are facing difficult personal situations, and must be able to do so with compassion and patience. Finally, the Pantry Assistant must have a clean CA driver's record and a current C Class CA driver's license.

Responsibilities Include:

- Tracking inventory to ensure that the warehouse, back-stock storage container, and food pantry are always full-stocked.
- Organizing the critical family needs supplies in the pantry and back-stock storage.
- Delivering food and collection containers to and from Coastside Hope facilities.
- Transporting food from multiple collection sites to the pantry, warehouse, back-stock storage container, etc.
- Sorting, storing, and shelving donated food.
- Unpacking and stacking food in the pantry.
- Distributing food to clients daily out of the pantry.
- Providing support to Coastside Hope case managers in the supervision of clients collecting food in the pantry.
- Supporting the coordination of food drives with local agencies and partners.
- Ensuring that food storage spaces and Coastside Hope vehicles are kept clean and organized.
- Appropriately disposing of (including recycling and/or composting) boxes, packing materials, inedible food, etc.
- Working weekends as needed.
- Other tasks as necessary.

Education and Experience:

- High school diploma or equivalent or higher.



Coastside Hope
Neighbors Helping Neighbors

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- Prior experience working with safety net services highly desirable.
- Certification in Food safety handling highly desirable and it's a plus

Physical Demands:

Physical strength and ability to lift and carry boxes and food bags weighing up to 75 lbs., maneuver, and load barrels of food stocks weighing up to 200 lbs.

This position requires 3+ hours per day driving; standing and walking for up to 4+ hours per day; 4+ hours per day reaching with arms and hands; and, heavy lifting and carrying up to 75 pounds, including but not limited to packages, boxes, or bags.

Work Environment:

Requires regular travel within the coastline and county for food pick up, deliveries, and occasional trainings with some work in an office setting.

Benefits:

- Simple IRA Plan
- Health insurance
- Paid Time Off

TO APPLY

Please email your resume and statement explaining why you are interested in the job to admin@coastsidehope.org

Coastside Hope is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, veteran status, gender identity, genetic information, or any other characteristic protected by federal, state, or local law.