



**Pantry Assistant  
Reports Pantry Program Coordinator  
Full-Time, Non-Exempt  
\$23.15 Hourly**

The Pantry Assistant supports the daily pantry program. The person in this position works closely with the Food Program Coordinator to ensure efficient functionality of the distribution and maintenance of the pantry. They also are responsible for helping to maintain the appliances and other equipment used for 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 who is 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.

**CH is a second responder in the event of a community emergency or disaster. During an emergency or disaster, and only after personal responsibilities are under control, all staff are asked to report for work to be available to help in ways that may be different from their normal work responsibilities.**

**Responsibilities Include:**

- Greet and register clients in the database.
- Distribute food to clients daily through the pantry.
- Support Coastside Hope case managers by assisting with the supervision and flow of clients collecting food from the pantry.
- Sort, store, and shelves donated food items.
- Unpack and stack food deliveries in the pantry and storage areas.
- Organize critical family needs supplies in the pantry and back-stock storage and ensure Coastside Hope maintains adequate supply levels.
- Track inventory to ensure the warehouse, back-stock storage, and food pantry remain fully stocked.
- Transport food donations from multiple collection sites to the pantry, warehouse, and back-stock storage areas.
- Deliver food and collection containers to and from Coastside Hope facilities.
- Assist with coordinating food drives with local agencies, partners, and community groups.
- Ensure food storage spaces and Coastside Hope vehicles are kept clean, safe, and organized.



- Properly dispose of boxes, packing materials, and inedible food items, including recycling and composting when appropriate.
- Basic proficiency with computers and common workplace software.
- Be available to work before 8:00 a.m., until 6:00 p.m. some Wednesdays, and on weekends as needed.
- Perform other duties as assigned.

**Education and Experience:**

- High school diploma or equivalent or higher.
- Prior experience working with safety net services is highly desirable.
- Certification in Food safety handling is 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 training with some work in an office setting.

**Benefits:**

- Simple IRA Plan
- Health insurance
- Paid Time Off

**TO APPLY**

**[Send cover letter and resume to via email to admin@coastsidehope.org](mailto: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.