



Job Title: Food Pantry Associate & Driver (Part-Time, Non-Exempt)

Program: Karyl's Kupboard Food Pantry Program

Job Category: Associate

Provides program, clerical, transportation and janitorial support to the food pantry. Duties will be program specific and may include bending, lifting, carrying up to 30 lbs., writing, recording and inputting data, working with and assisting clients, stocking shelves, loading and unloading, driving, pick-up and drop-off deliveries, cleaning.

Hiring Range: \$15.00 - \$16.00/hour

Reports to: Office Coordinator

Job Summary: Food Pantry Drivers provides transportation and delivery services to food pantry clients who live in Saratoga County, pick up food donations and food orders for the food pantry, stock, clean, rearrange pantry as needed. Provide support to Food Pantry Coordinator and volunteers when needed. Able to work a flexible schedule. Approximately 15 hours a week.

Duties and Responsibilities:

- Ongoing community outreach to make agencies and community members aware of the available services.
- Driving agency vehicle to provide door to door delivery, pick-ups for the food pantry and safely transport clients to/from Jonesville Food Pantry.
- Participation in on-going supervision with Office Coordinator concerning daily operations of the program.
- Promptly reporting all vehicle maintenance issues to the Office Coordinator.
- Care and cleaning maintenance of vehicle: going to car wash, vacuum, tidying up vehicle, maintain record keeping of vehicle mileage log.
- Follow all cleaning, sanitizing and check in protocols and procedures.
- Assist Office Coordinator in fulfillment of Seed Grant obligations.

REQUIRED SKILLS:

- Excellent verbal communication and customer service skills.
- Positive, “can-do” attitude coupled with strong work ethic.
- Self-starter requiring limited supervision.
- Experienced and professional driver.

QUALIFICATIONS:

- High school diploma or equivalency.
- Must possess a clean and valid NYS Driver’s License and provide evidence of appropriate insurance coverage.
- Must be able to lift and carry 30 pounds.

EMPLOYER DISCLAIMER:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

Employee Signature: _____

Date: _____

Direct Supervisor Signature: _____

Date: _____