



## **Mountain Family Center**

**Mission:** Building strength and developing self-reliance for individuals and families through responsive and collaborative services.

**Core Values** We grow when we...Belong. Partner with the community. Celebrate strengths and prioritize well-being. Recognize our work has impact. Being transparent and accountable.

**Job Title:** Food Pantry  
**Rate of Pay:** (\$18 hourly)  
**Required Hours:** Part-Time (15-24hrs/week )

### **Food Pantry Primary Duties and Responsibilities:**

- Acknowledge and greet food pantry clients in courteous manner
- Oversee and ensure that appropriate number of food boxes are ready each day
- Help with food and clothing donations (give receipts if needed)
- Stock and organize shelves as needed
- Weigh food and put away from City Market, Fireside Market & Safeway
- Help with Truck Day every 4<sup>th</sup> Wednesday of the month
- Answer phones in a professional manner and take messages
- Ensure intake forms are filled out accurately and completely by clients
- Make sure office is kept in orderly and clean fashion (includes: sweeping, mopping and trash/ recycle removal)
- Set up appointments for clients that need assistance with Rent/Utilities with FSS Team
- Help with referring clients to other services we may offer or to other organizations in the county
- Totes packing and delivery to West Grand School District and Kremmling Library during summer months
- Assists Spanish-speaking clients to ensure they understand the services we provide.
- Assist with Mobile Food Pantry as needed during the summer schedule
- Thrift Store Support as needed

### **Preferred Qualifications:**

- Ability to positively interact with diverse populations using effective communication skills to provide excellent customer service
- Honesty, integrity and ability to respect client confidentiality at all times
- Personal vehicle in good operating condition for use during work as appropriate
- Valid Colorado motor vehicle license
- Ability to lift at least 35 lbs. (preferably up to 50 lbs)