



NOW HIRING

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: Granby Food Pantry Associate
Rate of Pay: (\$18-20/hour)
Required Hours: Part-Time (29 hrs/week)

The anticipated schedule is 8:30am-3pm Monday-Thursday and 9am-12pm on Friday. If you'd like to apply, please email a copy of your resume to aspen@mountainfamilycenter.org.

Food Pantry Primary Duties and Responsibilities:

- Acknowledge and greet food pantry clients in a courteous manner
- Ensure intake forms are filled out accurately and completely by clients
- Assist clients through the “shopping” process and fulfil their orders efficiently
- Direct people to the appropriate person if they need something different from or more than food (warm hand-off)
- Ensure that the appropriate number of TEFAP boxes are ready each day
- Stock, organize, and clean shelves and fridges/freezers as needed
- Make sure office is kept in orderly and clean fashion (sweeping, mopping, trash/recycle removal, etc.)
- Adherence to basic food safety and non-discrimination practices (training provided)
- Working within federal guidelines for TEFAP + CSFP distribution and storage
- Process all food pantry donations as they come in (give receipts if needed)
- Help with Truck Day every 4th Wednesday of the month
- Occasional errand running (totes drop off, donation pick up, etc.)
- Assist with other tasks as needed (tote packing, food repackaging, etc.)
- Occasional work with other departments to fulfil larger organizational needs

Required Qualifications:

- Bilingual English/Spanish speaker
- Ability to positively interact with diverse populations (coworkers, volunteers, and clients) using effective communication skills
- Honesty, integrity, and adherence to client confidentiality policy at all times
- Commitment to non-judgement
- Ability to balance competing priorities in what can sometimes be a fast-paced environment
- Personal vehicle and valid license for occasional use during work
- Ability to lift at least 35 lbs. (preferably up to 50 lbs)