



Job Title: Warehouse/Food Pantry Service Technician

Position Description: This is a non-exempt part-time position up to 40 hours within the two-week scheduled pay period; not to exceed more than 25 hours in one week. The warehouse/Food Services Technician is responsible for unloading, scanning all donations received in the warehouse, and tracking donations in inventory through Smart Choice, organizing the food pantry, coordinating/organizing food orders for shoppers onsite and remote, food drives, donations and assisting in the warehouse, keeping warehouse and pantry store organized, clean and stocked at all times.

Qualifications: Must have high school diploma or equivalent with previous office/administrative experience preferred. Must have a valid PA driver's license with no major driving violations for the last five years and able to drive an oversized vehicle. Position requires strong computer/data entry, organizational, multitasking and communications skills; must be proficient in Microsoft Office. Proven ability to work cooperatively with staff, volunteers and clients of all ages, ethnic backgrounds and socioeconomic levels. Must be willing to adjust hours to accommodate the needs of the job. ServSafe Certification, Child Abuse, Criminal Background check and FBI Fingerprints required.

Physical Qualifications: Must be able to lift and load up to 60LBS throughout the day, with a likely daily lifting weight of 3,000 pounds or more; stand for long periods of time and stoop. Additionally, must be able to tolerate various temperatures/climates of working conditions and be able to withstand work in refrigerator/freezer for periods of time stocking shelves. Free of any mental or physical injury, disease or condition that may impair ability to safely operate a vehicle or carry out the lifting demands of the job.

Specific Duties Include:

- Unload, weigh and document weight of all donations received in warehouse for pantry.
- Keep pantry sore/refrigerator/freezer stocked during client shopping hours.
- Prepare and track donations for redistribution to RDO agencies.
- Scan and/or manually input all food donations in SmartChoice daily; make sure pantry is correctly inventoried through SmartChoice; fully stocked and ready at the beginning of day.
- Assures bar code labels with items descriptions and shelves are organized.
- Pull food orders for onsite food shoppers, assist with client intake as needed.
- Coordinates remote food shopper orders, organize and fill orders for delivery/pick-up for both clients and other organizations, including assisting with deliveries as necessary.
- Support training of volunteers to assist pantry operations, conduct morning meeting with volunteers with instructions for the day.
- Support all aspects of food drives, food deliveries and receipt of such food, in coordination with Warehouse Technician.
- Assist in warehouse for large donations, count and inventory items.
- Complete required reports as instructed by the Food Services Administrator.
- Provide recommendations and devise strategies for areas of improvement with the Food Services Administrator, staff and volunteers.
- Maintain confidentiality of all information related to clients.

- Interact with staff, volunteers and clients in a courteous, respectful manner
- Assist in any other area of the client programs in the absence of other staff or volunteers instructed by the Food Services Administrator.
- Communicate concerns or issues in a timely fashion to the Food Services Administrator.

This position reports directly to the Food Services Administrator.