Title: Pantry Assistant

Department: Food Bank of Northern Indiana

Supervisor: Adam DeBeck on campus
Manager/Warehouse Manager on-site

Email: adebeck@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor.

Rate of pay: $10.00 per hour

Hours: Wednesdays 2pm-6:30pm and Fridays 10am – 2:30pm

Location: 702 Chapin Street, South Bend, Indiana 46601

Purpose
Support pantry employees and volunteers with assisting clients during their shopping experience.

Essential Job Duties:
• Fill orders for delivery
• Move product around warehouse
• Assist with inventory
• Sort and separate food for agency shopping area
• Assist with programs such as CSFP, Senior Nutrition, Food 4 Kids
• Other duties as assigned

Minimum Education, Skills and Abilities:
• Must maintain complete confidentiality of clients
• Excellent communication and interpersonal skills
• Positive attitude and ability to work in a fast paced environment
• Must have reliable transportation to work off-campus

Physical Requirements:
• Ability to lift 30 pounds of food product
• Ability to walk throughout the entire shift
• Ability to use a pallet jack to move products around the warehouse when necessary