

Dubuque Food Pantry  
Job Description

**Job Title:** Morning Assistant

**Employment Status:** Regular PT non-exempt

**Hours:** 20 hours per week

**Reports to:** Executive Director

**Position Description:**

Responsible for supporting operations to create a seamless experience for other team members and clients.

**Essential Duties and Responsibilities:**

1. Pick up – bread at Hy Vee S Locust on Mondays & Fridays (approximately 8 am)
2. Pick up – bread at Hy Vee Asbury on Tuesdays (approximately 8 am)
3. Pick up – bread at Sara Lee Key West (approximately 9:00)
4. Pick up at St Stephen's on Wednesday am and as needed
5. Cut lawn/Shovel snow
6. Sweep outside as needed
7. Unload deliveries
8. Unload donations
9. Stock warehouse/shelves and ensure all food is sorted and stored in a safe and sanitary manner
10. Utilize FIFO (first in, first out) inventory practices to ensure food quality and minimize waste
11. Maintain a clean, well-ordered warehouse and property
12. Perform minor facility maintenance
13. Operate Van and pallet jack
14. Assure cleanliness of van
15. Deliver home deliveries

**Required Qualifications:**

- Valid driver’s license
- Ability to read and understand English language work instructions
- Must be able to deal with people in a pleasant and helpful manner
- Must be able to respect the privacy and confidentiality of any information necessary to perform job requirements
- Must also ascribe to the values of the Dubuque Food Pantry’s mission

**Education and skills:**

- High School diploma or equivalent

**Physical Requirements:**

- Ability to stand most of the workday
- Work also requires reaching, squatting, kneeling, bending, sitting, carrying, pushing, pulling, gripping, climbing and twisting activities
- Requires lifting 15 pounds regularly and up to 50 pounds with assist
- Tolerance of some noisy equipment is used in performing the responsibilities of this position
- Work is done both inside and outside and is subject to seasonal temperatures and weather conditions

**Standards for Measuring Performance:**

- Accurate and timely delivery of items from food bank and other stores
- Accurate stocking of warehouse utilizing FIFO with proficiency
- Demonstrates commitment to quality in all work-related activities
- Ability to accurately complete tasks assigned
- Pleasant and helpful attitude towards recipients
- Consistently maintains cleanliness of the warehouse, property, building and van
- Honesty, integrity, and a commitment to the mission of the Dubuque Food Pantry

**Additional Information:**

To perform this job successfully, an individual must be able to perform each responsibility, competency, and essential function satisfactorily. The requirements are a representative of the qualifications, knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This Job description supersedes all prior job descriptions and does not constitute an employment agreement between the employer and employee. It should not be construed as an exhaustive statement of requirements, duties, and responsibilities Management retains the right to add or change the duties of this position at any time.

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Employee Printed Name Executive Director Printed Name

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Employee Signature Date Executive Director Signature Date