

**AURORA AREA INTERFAITH FOOD PANTRY**

**WAREHOUSE ASSISTANT**

**Job Description**

**Overview:**

The Aurora Area Interfaith Food Pantry seeks a part-time Warehouse Assistant to facilitate the receiving of product, coordination of dry, cold, and frozen storage of goods, and maintain food and warehouse safety. This position will work closely managing volunteers and work in collaboration with the Warehouse Manager and Program Director. This position will be cross trained to perform a variety of functions in the department to support operational needs.

For 40 years, Aurora Area Interfaith Food Pantry has helped reduce food insecurity and hunger and their negative impact on the individuals who experience them and the community as a whole by making nourishing food accessible to anyone in need in a humanitarian and compassionate manner.  Food is available at the organization’s professional, new client-choice pantry, as well as through several special programs that address the needs of low-income school children and senior citizens.  Aurora Area Interfaith Food Pantry provides value-added services to its clients through collaborations and partnerships with leading businesses, nonprofit organizations, churches, service organizations, and schools.

**DEPARTMENT** – Programming

**DIRECT REPORTING** –Warehouse Manager

**WORKS CLOSELY WITH** – Warehouse Manager, Food Recovery Specialist, Director of Programs, Volunteer Coordinator

**POSITION STATUS & SCHEDULE** – Part-time, up to 30 hours per week.

**HIRE DATE** – As soon as possible

**POSITION SUMMARY** –

**KEY RESPONSIBILITIES AND DUTIES–**

* Abide by all safety regulations set forth by OSHA and Pantry leadership
* Receive and process food donations in warehouse
* Organize and maintain cleanliness of the warehouse and market
* Assist Food Recovery Specialist in unloading truck and/or van
* Comply with all applicable state health and safety codes
* Check for food quality based on pantry and food bank guidelines
* Stock market shelves
* Safely store product in designated areas, adjusting storage areas according to inventory
* Completes necessary paperwork for in-kind donations
* Sorts food that is being received
* Manage the logistics of deliveries
* Palletize food as it is received
* Maintain a safe working environment
* Facilitate, encourage, and lead pantry volunteers as part of a team
* Direct traffic and parking during food distribution days (Mondays, Tuesdays, and Thursdays)
* Arrives to work on time, appropriately dressed and ready to work
* Work all scheduled shifts and attend required trainings and meetings
* Comply with all applicable state health and safety codes
* Maintain clean and sanitary operating environment.
* Perform other duties as assigned by leadership

KNOWLEDGE, SKILLS, AND ABILITIES**–**

* OSHA certificate preferred or willingness to train
* Food handling permit preferred or wiliness to train.
* Ability to work on feet for entire shifts
* Ability to work in a variety of weather conditions
* Forklift certificate preferred or willingness to get certified.
* Remaining calm in stressful situations
* Balancing efficiency while being polite and friendly
* Work independently and with a team
* Inventory Control
* Accuracy in work
* Care about the mission of the food pantry
* Bilingual (English with Spanish or Arabic preferred)
* Driver’s license (CDL-C preferred)

\*\*All employees of AAIFP are required to be fully vaccinated against Covid-19

In addition to the duties and learning objectives listed above, AAIFP expects the following of each employee:  adheres to AAIFP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in AAIFP events as needed or required; and completes other duties as assigned.

**HOW TO APPLY**: Please submit a resume to Eddie Galvan, Program Director, at [*egalvan@aurorafoodpantry.org*](mailto:%20egalvan@aurorafoodpantry.org)

***The Aurora Area Interfaith Food Pantry is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law.  AAIFP encourages people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.***