



# Housing Authority of the City of Columbia, Missouri

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201 Switzler Street, Columbia, MO 65203

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## Position Description

### Annie Fisher Food Pantry Assistant

Reports to: Resident Services Coordinator

Salary: \$11.40 per hour

Application Deadline: Open until Filled

#### Summary of Position:

This position has primary responsibility for assisting the Resident Services Coordinator with the day to day operations of the Food Pantry. Applicant MUST have excellent interpersonal skills to lead volunteers and work with clients.

#### Major Duties and Responsibilities:

The Food Pantry Assistant will:

- Ensure proper procedures for receiving, sorting, stocking, and storing refrigerated food items and packing food orders on a weekly basis.
- Greet volunteers warmly and train them to carry out the daily operation of the Food Pantry;
- Work with groups, community agencies, and organizations and to orientate them on Pantry and agency activities.
- Collect data.
- Keep the Food Pantry clean. This includes the breakdown of cardboard boxes for recycling, trash removal, sweeping and sanitizing the Pantry floor and other duties as assigned by the Resident Services Coordinator.
- Attend food safety training.
- Dispose of expired items on a regular basis.
- Perform other duties associated with the orderly operation of the Food Pantry as assigned by the resident Services Coordinator.

- Assist with shopping at the organization's scheduled time at the Central Missouri food Bank and any other times as may be necessary at other grocery stores in order to maintain appropriate levels of stock.
- Ability to drive truck with trailer for loading/unloading/stocking of supplies.

**Required Knowledge, Skills, and Abilities:**

- Employee must exercise tact, confidentiality, and judgment in working with residents and co-workers.
- Employee must exhibit a professional demeanor and excellent interpersonal and communication skills in working with a diverse population.
- Employee must have experience and demonstrated ability to work effectively with volunteers.
- Experience working in a food pantry or similar operation.
- Position requires standing, walking, pushing, bending, kneeling and the ability to reach above the shoulder.
- Ability to lift 50 pounds.
- Must be available to work some evening hours.
- Must have valid class E driving license or willing to obtain one within 3 months of employment.

**Education and Experience:**

- High School diploma.

**Special Requirements:**

- Must be bondable and insurable.
- Must be able to work evenings.
- Must be able to obtain and maintain a bank account.
- Must be able to pass a pre-employment drug screen
- Must be able to pass a pre-employment background check

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Employee Signature

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Date