



## Mobile Elementary School District No. 86

### Job Description

**Position Title:** Food Bank/Pantry Assistant

**Job Summary:** To provide assistance to the food bank managers and coordinators to ensure smooth operations of the food bank

**Qualifications:**

1. High School diploma
2. Knowledge of food safety and food handling practices
3. Able to lift and carry up to 60 pounds
4. Data entry and basic computer skills

**Performance Responsibilities:**

1. Assist food bank managers in receiving and packing orders
2. Prepare food distribution area, making sure that received food is sorted, stocked, and stored in an appropriate manner
3. Ensure that food quality is maintained through appropriate sorting activities, and communicate any issues to a food bank manager
4. Ensure maintenance and cleanliness of food pantry area
5. Welcome, collect appropriate data, and distribute food items to participants of the food bank program
6. Create and submit reports of all distributed items as necessary, and ensure that all interactions with participants are kept confidential

**Reports To:** District Administrator, Food Bank Manager, or designee

**Terms of Employment:**

1. Work hours determined by the food distribution schedule maintained by St. Mary's Food Bank. Salary established by the School Governing Board

**Evaluation:**

Performance of this job will be evaluated annually by the District Administrator or designee in accordance with provisions of the Governing Board's policy of evaluation of support and/or non-certified personnel.