

# Food Pantry and Program Assistant (general laborer)

M | W | Th | F  
Part Time: 20 hours  
\$13 / hr.

**Job Specific Summary:** Assist with programs and operations, to further the mission of providing compassionate, dignity-focused assistance with basic needs and essential resources. Manual labor tasks and support operations for the food pantry, Book and Snack Mobile, Backpack Program, drive-thru groceries, community garden, Back to School Bash, Holiday Assistance, Christmas Shop, and other essential programs. The job includes labor-intensive processes that require large quantities of physical effort to complete the necessary tasks.

## Responsibilities:

- Unload, weigh and sort donations
- Prepare food for distribution
- Stock and organize inventory
- Assist with agency programs – Backpack, food pantry, garden, Book & Snack Mobile, holiday assistance, Toy Shop, Back to School Bash, Choice Pantry
- Assist with special tasks and programs, as needed
- Help with setting up canopy tents, tables, warning signs (e.g. signposts, cones) for drive-thru distributions and special events
- Collect trash, debris and other waste to keep the site clean and safe.

## Physical Requirements and Skills

- Must be able to work with a diverse group of volunteers to complete daily program activities.
- Must possess the stamina and the ability to lift heavy loads.
- Must be able to operate, load and unload a 15 ft Box Truck and Cargo Van
- Should be able to concentrate on performing tasks
- Commit to safety rules.
- Ability to meet the physical demands of the job (standing for long periods of time, lifting heavy loads of up to 40 pounds etc.)
- Excellent communication and teamwork skills
- Ability to work in a fast paced, frequently changing environment
- Must be open to new ideas and operation methods

## Education:

- Valid Oklahoma Driver's License
- High School Diploma or GED
- Knowledge of Microsoft Office (Outlook, Excel, Word), Google Forms a plus
- Food Handlers Permit (will train upon hire)

**Caring Community Friends, Inc.**  
**12 W. Burnham Ave. (West of Main St. on Burnham)**  
**Sapulpa, OK 74066**