

## Food Pantry Specialist – Ashley Valley Food Pantry (Vernal, UT)

Qualified applicant will be assigned to oversee the operations of the Ashley Valley Food Pantry facility located in Vernal, Utah. Main duties will include, but not be limited to, approving eligibility of client intake applications, data entry, maintenance of client files, monthly inventory reports, assisting clients, supervision of volunteers, and assisting with warehouse operations. Warehouse duties will include, but not be limited to, maintenance of shelves being stocked and rotated, filling racks, loading of bins and tables, intake and weighing of donations, cleaning of warehouse, grocery store pickups, and maintenance of pantry garden. Will be required to operate a forklift, but experience is not necessary, we will train.

Position requires good organizational skills, attention to detail, basic computer skills, being able to lift at least 50 lbs, and the ability to communicate effectively with customers verbally and in writing.

Valid Driver's License Required. Must be able to pass background check and drug screening. Must be able to lift up to 50 pounds.

The Uintah Basin Association of Governments is an Equal Opportunity Employer.

Part Time = 20 to 25 hours per week

Benefits Include = Annual, Sick, and Holiday Pay

Open Date: 11/19/24  
Close Date: Until filled  
Education: High School Diploma  
Schedule: To be arranged  
Duration: Over 150 Days  
Driver License: Yes