

Food Pantry Specialist – Westside Food Pantry (Duchesne, UT)

Qualified applicant will be assigned to oversee the daily operation of the Westside Food Pantry located in Duchesne, UT. Duties will include, but not be limited to, approving eligibility of client intake applications, data entry, maintenance of client files, monthly inventory reports, stocking and rotating of food on shelves, intake and weighing of donations, assisting clients and supervision of all food pantry operations. Must have good organizational skills, attention to detail, basic computer skills and the ability to communicate effectively with customers verbally and in writing. This is a part-time position working every Tuesday for approximately 7 hours a day.

Other duties as assigned.

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

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

Part Time = 7 hours per week

Open Date: 2/22/22
Close Date: Until filled
Education: High School Diploma
Schedule: Tuesdays 10:00am – 5:00pm
Benefits: None