

Food Pantry Specialist – Duchesne County Food Pantry (Roosevelt, UT)

Qualified applicant will be assigned to either oversee the front desk operations or the warehouse portion of the Duchesne County Food Pantry facility located in Roosevelt. Front desk duties will include, but not be limited to, approving eligibility of client intake applications, data entry, maintenance of client files, monthly inventory reports, cleaning 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, supervision of food pantry volunteers, maintenance of pantry garden and assisting clients. Will be required to operate a forklift, but experience is not necessary, we will train.

Both positions require good organizational skills, attention to detail, basic computer skills, be 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

Open Date: 11/7/22
Close Date: Until filled
Education: High School Diploma
Schedule: To be arranged
Duration: Over 150 Days
Driver License: Yes