

Combined Community Services Job Description

Job Title: Emergency Assistance/Dane's Family Pantry Assistant
Reporting Relationship: Director of Emergency (Client) Assistance)
Hours Per Week: 32

General Summary:

The Emergency Assistance/ Dane's Family Pantry Assistant is responsible for assuring the Emergency Food Pantry is adequately staffed, all families receive their food in a timely manner, and all weekly and monthly reports are completed.

Essential Job Functions:

1. Cordially welcomes all food pantry clients and provides them with food and other items in Dane's Family Pantry.
2. In-takes food and clothing donations and gives receipts to the Emergency Assistance Coordinator. Gives all weekly or monthly donation receipts to Utility/Intake Liaison.
3. Assures all CCS and USDA policies and procedures are followed for the food pantry.
4. Assists the Pantry Supervisor/Buildings & Grounds staff with off-site food pick ups, unloading and stocking of food donations and USDA deliveries, and annual food drives (Stamp-Out Hunger, Foodathon).
5. Adheres to all CCS policies, procedures, mission, vision and values.
6. Completes other duties necessary to the mission of CCS.