Part time Community Food Services Program Assistant

Serving those facing the impacts of poverty since 1970, East End Cooperative Ministry (EECM) is dedicated to helping the homeless, frail, chronically ill; the hungry; at-risk children and youth; and others in need throughout Pittsburgh. (Please see agency’s website, www.eecm.org) This non-exempt, part-time position exists to ensure that daily operations of the Food Pantry run smoothly and efficiently.

Hours of the position are Monday through Thursday, 9 AM - 3 PM.
Some duties include but are not limited to:

- Work in conjunction with the Food Pantry Manager to ensure the Food Pantry operates in keeping with established policy and procedure
- Assist in daily operations including stocking and cleaning the Food Pantry.
- Assist in maintaining volunteer schedules, files, paperwork and data as needed.
- Maintain a zero tolerance theft policy with volunteers, etc., regardless of the degree.
- Maintain proper chain of custody of entrusted donations, etc.
- Assist the Food Pantry Case Manager with special projects, e.g., Christmas giveaways directed by Manager.
- Ensure that staff and volunteers abide by all policies and procedures by reporting all issues or concerns to the Program Manager.
- Assist in orientating Community Food Services volunteers to EECM and its programs.
- Assist the Community Kitchen (dishwashing, food prep, meal service) when assigned.
- Work with, direct and encourage volunteers to help complete tasks.
- Maintain a safe and clean environment in work area.
- Interact with staff, volunteers and all others in a pleasant and professional manner.
- Attend all regularly scheduled staff meetings and assigned training sessions.
- Represent the agency at meetings, functions, community events, fundraisers, etc., as assigned.
- Meet with Manager, as scheduled.

Some requirements include but are not limited to:

- High School Diploma or equivalent.
- ServSafe certification or the ability to pass the ServSafe exam within 90 days of hire.
- Must be proficient in Microsoft Office Excel, Microsoft Office Outlook and Microsoft Office Word.
- Excellent computer, communications, organizational and creativity skills.
- Knowledge of safety and kitchen safety and sanitation rules.
- Ability to communicate with a broad spectrum of individuals in a patient, compassionate, courteous, fair and respectful manner, even under the worst circumstances.
- Ability to respond quickly to emergency situations.
- Professional work ethic.
- Problem solving skills.
- Possess current and valid PA driver’s license with 3-year clean driving record and maintain that clean driving record throughout employment, if/when applicable.
- Ability to stand for prolonged periods of time.
- Ability to work in cramped areas.
- Ability to tolerate extreme hot and cold temperatures.
- Ability to climb steps in a hurried fashion.
- Ability to lift up to 50 pounds.
- Ability to carry loads up/down stairs.
- Ability to bend, grasp, stoop, reach and move heavy supplies.
- Possess current and valid PA driver’s license with 3-year clean driving record and maintain that clean driving record throughout employment, if/when applicable.

Job Posting Will Remain Open Until Filled
Equal Opportunity Employer