

## **Storeroom Worker and Driver**

### **Position Summary:**

The Batavia Interfaith Food Pantry is looking for a part time storeroom worker and driver to become part of a cooperative team in serving the clients of the Food Pantry. Position will be approximately 10-15 hours a week with additional hours for vacation coverage.

**Major Responsibilities** may include the following. Other duties may be assigned as needed.

- drive van to and from local grocery stores
- pick up and unload donations
- record receipt of donations and deliveries
- process donations and deliveries as received
  - date checking
  - stocking and storing shelf stable food and supplies
    - moving, stacking and re-stacking boxes and materials
    - labeling and dating storage boxes
  - sorting and repackaging eggs
  - storing/freezing meat by date
  - sorting/storing/refrigerating produce
- maintain a clean and safe store room and shopping area
  - break down cardboard boxes and remove to dumpster
  - remove garbage and replace can liners
  - sweep and mop floors
  - wash table tops and shelves
  - wipe and clean refrigerators and freezers
- purchase items from local grocery and supply stores as requested
- set up for client shopping
- set up for cleaning crew
- perform or assist in building, grounds and equipment maintenance
- move inventory between store room and off sight storage area
- at times direct activities of volunteers and community service workers
- assist in the security of the premises

### **Position Requirements:**

- Unblemished driving record.
- High School diploma or General Education Degree (G.E.D.) required.
- Six months to one year work experience preferred.
- Ability to read and comprehend written and oral instructions, short correspondence, and memos. Ability to write simple correspondence including sending and receiving emails and text. Ability to effectively and comfortably communicate in one-on-one and small group situations to volunteers, clients, donors and community service workers.
- Comfortable working with non-English-speaking and culturally diverse constituents.
- Ability to keep work environment orderly and clean.
- Has a servant's heart and is aligned with the Mission and Vision of the BIFP.
- Time flexibility in order to be available for food drives, special projects, etc.

### **Physical Demands**

The employee is regularly required to stand, walk, kneel, crouch, climb a ladder, sit, lift and/or move up to 40 pounds repetitively.