



Job Title: Pantry Support

Reports to: Pantry Manager

Location: Brashear CARES Center

Reviewed Date: 06/2025

FLSA Status: non-exempt

Job Summary:

The Pantry Person assists the Pantry Manager at the Brashear CARES Food Pantry. They are responsible for liaising with food banks and grocery stores, sorting food items, checking for expiration dates, discarding expired items, and maintaining the pantry area in a clean and organized manner. They also assist with the Pantry Manager with loading and unloading the van. This position is part-time (20-30 hours per week, variable days).

Duties and Responsibilities:

- Works collaboratively in a team in order to prepare food distribution,
- Helps program recipients carry and load their items into vehicles when necessary,
- Prepares food distribution room; sort and stack items in an orderly manner on the shelves,
- Maintains product quality through proper stock rotating techniques,
- Sort and organize all donated items, including produce and canned goods in preparation for equal distribution,
- Registers each resident who visits the pantry; providing them customer service that adheres to equal rights guidelines,
- Gather and empty trash, clean and sanitize pantry areas to include sweeping, mopping, and vacuuming
- Maintains a clean and orderly work environment to ensure GPCFB regulations are met,
- Performs other duties as assigned by supervisor.

Required Skills/Abilities:

- Reliability, the ability to follow instructions, and trustworthiness are required,
- Possession of Act 33/34 clearance or ability to qualify for such clearance,
- Ability to understand and follow instructions, both oral and written, and to work with diverse populations,
- Excellent verbal and written communication skill,
- Excellent interpersonal and customer service skills,
- Excellent organizational skills and attention to detail,
- Ability to perform physical tasks such as bending and lifting heavy cartons.

Education and Experience:

- Prefer candidates have a high school diploma or equivalent,
- Must pass Greater Pittsburgh Community Food Bank training and other trainings or certifications as necessary,
- Must obtain all clearances within two weeks prior to employment. (Please provide the Youth Education Coordinator with original receipts, for reimbursement costs of purchased FBI and Child Abuse Clearance.)
 - [FBI Fingerprints](#)
 - [Child Abuse/Welfare](#)
 - [NSOR - National Sex Offenders Registry](#)
 - [PA Criminal Background Check](#)
 - [Mandated Reporter](#)
 - [DHS Form](#)

Physical Requirements:

- Prolonged periods sitting and standing,
- Must be able to lift up to 50 pounds.