



Food Pantry Helper **Islamic Center of Greater Cincinnati (ICGC)**

ICGC Social Services is looking for a **Pantry Helper** for its **Success@Home** program. Reporting to the Essential Services Coordinator, the Pantry Helper will be responsible for the pantry's physical organization. As the program grows, this position may grow/evolve accordingly with the need to adapt to changing work priorities. The food pantry is located at the ICGC premises. This is a part-time non-exempt hourly position with approximately 10 to 15 hrs./week currently. Pay range is between \$12 to \$15/hr. (Commensurate with experience and qualifications).

ICGC offers various benefits in addition to paid time off.

Primary Responsibilities

- Pick up Shared Harvest supplies from the Fairfield location as needed (usually once a week)
- Pick up Retail Rescue items as applicable
- Organize pantry weekly to keep items moving based on FIFO
- Manage all incoming deliveries to the food pantry which includes but not limited to receiving, unboxing, breaking down boxes, placing items on shelves, restocking shelves, and making bags for distribution
- Participate in events/training/ staff meetings if applicable
- Ensure compliance with organizational policies & procedures
- Perform all work in accordance with established safety procedures

Preferred Qualifications

- 18 years or older with a valid driver's license
- Ability to lift heavy boxes (up to 70 lbs.)
- Ability to push and/or pull boxes (up to 75 lbs.)
- Ability to stand/walk for 3 to 5 hours
- Must be able to work extra hours if needed
- 1 year warehousing or similar experience is a plus
- Ability to communicate in the English language
- Be able to pass the background check per company policy and provide all necessary documentation
- Our ideal candidate is a self starter, who is attentive, punctual, reliable, motivated and engaged

This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. ICGC reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation.

Interested applicants, please email your most current resume to food@icgc.us