



North East Community Center Position Description

Title: Fresh Food Pantry Assistant

Classification: Part-time, seasonal, hourly, not benefits eligible

Hours: July through February, up to 4 hours per week, including two Saturdays per month (see below for more information)

Primary Role: The Fresh Food Pantry Assistant picks up boxes of fresh produce, eggs, and milk and delivers them to area food pantries.

Responsibilities:

- Over-see and record distribution of foods delivered
- Pick up fresh foods in Millerton at NECC offices and/or nearby farms
- Delivered by 9:30am to food pantries in Pine Plains (2nd Saturdays), Dover Plains (the following Monday), and Amenia (3rd Saturday) on a monthly basis
- Utilize own vehicle and receive mileage reimbursement at the standard IRS rate, or use NECC vehicle if qualified to drive (i.e. safe driving record and background check)
- All other duties as assigned

Required Skills and Behaviors:

- Must be motivated and comfortable working with others
- Experience working with people from diverse ethnic, cultural and socioeconomic backgrounds
- Follow all NECC Policies & Procedures
- Models NECC values at all times

Qualifications:

Required:

- Must be at least 21 years of age
- Must have clean driving record
- Be willing to take 6-hour defensive driving course on-line
- Has a positive and friendly attitude when engaging with others
- Is flexible and can problem solve quickly if a situation demands

ADA Requirements:

- Ability to lift and load a 25-pound box into and out of vehicle and food pantry locations
- Ability to walk up and down stairs

Supervisor(s):

Jessica Raymond, Family Program Director, primary supervisor

John Nowak, Food Access Educator, additional guidance and support

Effective: June 10, 2019