



PARKER COUNTY CENTER OF HOPE

Job Description Pantry Associate

Reports to: Pantry Manager and Director of Operations

Job summary: The Pantry Associate picks up large donations of food and supplies and brings them to Center of Hope (COH) on a daily basis. The associate also provides other assistance to Operations staff and volunteers, as needed. This position requires regular contact and coordination of work with supervisors and other employees, in-person interaction with colleagues, volunteers, donors, and supporters, as well as immediate access to documents, resources, and other information located at Center of Hope.

Essential Functions:

- Drives a Center of Hope vehicle daily to local restaurants, grocery stores, department stores and other organizations to pick up/load donations and bring them back to Center of Hope
- Delivers / Pick Up items at our Springtown location currently on a weekly basis with subject to change.
- Represents Center of Hope at donor locations, providing appropriate feedback to and interaction with store/organization personnel, individual donors and the public at large
- Unloads donations in the designated area(s); weighing, recording and stocking items as required
- Assures that vehicles are kept clean and the mileage log maintained; reports all maintenance issues to the supervisor immediately upon discovery
- Follows all COH policies and procedures regarding use of vehicles and equipment
- Assists Operations staff with tasks related to donations and pantry operation, as requested
- Attends and participates in departmental and Center of Hope meetings and professional development activities as directed
- Other responsibilities, as requested by supervisor and/or CEO.

Qualifications:

- Actively involved in a Christian church; personal life reflects strong Christian principles
- U.S. citizenship or permanent residency; legally authorized to work in the US
- High school diploma or equivalent preferred
- Must have and maintain a valid Texas driver license with a clean driving record
- Ability to communicate well with others
- Well organized, able to follow instructions
- Interest in community service
- Ability to work independently and/or with a team

- CDL preferred, but not required
- Willing to submit and pass a drug screening and background check.
- Willing to authorize a driving record check as part of the hiring process.

Work week expectation:

- This is a full-time, non-exempt position of approximately 32 hours per week.
- The workweek is typically but not limited to Monday-Thursday, 7:30-2:30, Friday 7:30 – 12:30. The Director of Operations, with input from the Pantry/Facilities Manager, will determine the actual work schedule.

Physical requirements of this position:

- Prolonged standing, walking, and operating a Center of Hope motor vehicle, including the Center van and box truck
- Physically able to bend, stoop, and lift in order to facilitate job responsibilities noted above
- Must be able to safely routinely lift boxes, bags and donated items weighing 15-50 pounds; must follow policies and procedures to receive, move, and distribute heavier items, such as carts and pallet weighing 35 to 200 pounds, using appropriate equipment and designated safety protocols
- Must use appropriate safety equipment, as required, and wear close-toed shoes while on the job
- Vision and hearing must be sufficient to safely operate a range of vehicles as well as to interact with other staff, volunteers, donors and participants and to carry out the responsibilities of the job as noted herein

In addition to the statements provided in this Job Description, the following Core Values are an integral part of working at Center of Hope. With your signature, you indicate your agreement to the contents of this document as well as the Core Values stated below.

CORE VALUES

- **Calling:** The belief that God has called you to serve at Center of Hope in this assigned role.
- **Character:** You possess a sense of ownership in this role. You display integrity in everything you do.
- **Chemistry:** Your values are in close harmony with the mission of Center of Hope. You are able to work well with the team and build unity.
- **Competence:** You have the critical skills and gifts necessary to perform this role successfully and are willing to use them.

Employee Signature

Date

Supervisor Signature

Date

The statements in this job description describe the general nature and level of work being performed by the employee. They are not an exhaustive list of responsibilities, duties, or skills required and they do not establish a contract for employment. This job description is subject to change at the discretion of the employer with or without notice.