



NOW HIRING: Pantry Attendant

Location: SOS Food Pantry at St. Justin's Martyr Church (105500 Overseas HWY)
Reports To: Pantry Manager
Hours: Hourly, part time Monday 7:00 am - 6:30 pm
Pay: \$17/hour

Responsibilities:

1. Serve as the loading dock point of contact for receiving Feeding South Florida Donations.
 - a. Ensure all inventory is unloaded and placed in St. Justin's Pantry.
 - b. Responsible for ensuring weekly invoice is accounted for and given to Pantry Manager.
 - c. Frequently moving boxes weighing up to 60 pounds from the trucks and around the pantry.
2. Responsible for setting up pantry signage and ensuring pantry signage is taken down at the end of each shift.
3. Responsible for pick-up of weekly Publix donations.
4. Manage vehicle maintenance of SOS van at St. Justin's.
 - a. Ensure oil change and general maintenance is managed by reporting needs to Executive Director.
 - b. Ensure vehicle is filled with gas for donation pick-up's each week.
5. Work with SOS Food Pantry team to ensure produce is kept stocked during pantry hours.
 - a. Move produce boxes around pantry as needed through shift.
 - b. Collect produce boxes at the end of the shift and ensure produce is housed in the appropriate space.
6. Assists Pantry Manager with day-to-day operations of Pantry.
 - a. Help ensure volunteers feel comfortable, respected, and needed while volunteering at the SOS Food Pantry.
 - b. Assist the Volunteer Manager with conducting volunteer orientations, assigning volunteer tasks, answering questions, and engaging with volunteers at the SOS Food Pantry.
7. Other duties as assigned.

To apply: Email a statement of interest and a resume or summary of your relevant experience to SOS's Executive Director, Morgan at morgan@sosfoundation.org or call (305) 292-2013 ext. 3.