

Star of the Sea Foundation, Inc.



5640 Maloney Ave

Key West, FL. 33040

Phone: (305) 292-3013 Fax: (305) 292-3014

www.sosfoundation.org

PANTRY ATTENDANT/DRIVER

Location: SOS Stock Island Food Pantry (5640 Maloney Ave.)

Reports To: Pantry Manager

Hours: Hourly, part time Monday-Thursday 7:00AM-2PM

Pay: \$16 – 18/hour depending on experience

Responsibilities:

1. Morning cleaning of the pantry.
2. Assist with large deliveries from distributors
 - a. Ensure all inventory is unloaded and placed in the proper storage areas of the Stock Island Food Pantry, utilizing a forklift and/or pallet jack as needed;
 - b. Ensure invoices are accounted for and given to Pantry Manager;
 - c. Frequently lift and move boxes weighing up to 60 pounds.
3. Assist the Pantry Manager and Attendant with day-to-day set-up of the Pantry.
 - a. Ensure that shelves are stocked appropriately, following guidance from the Pantry Manager;
 - b. Assist with cleaning and organizing the pantry and storage areas.
4. Back-up pick-up driver for goods pick-up as far as Homestead, FL, when necessary:
 - a. Must have valid driver's license and clean driving record;
 - b. Must be able to drive box truck or have willingness to learn.
5. Work with Pantry Team of staff and volunteers to ensure produce and dry goods are stocked during operating hours:
 - a. Move product as needed throughout the shift;
 - b. Collect boxes for recycling and load up the box truck for transport;
 - c. Assist with transporting products from SOS's Disaster Response Depot as needed.
6. Ensure proper food safety and federal program requirements are always followed, including but not limited to:
 - a. Proper labeling of USDA products;
 - b. Proper First-In, First-Out (FIFO) procedures are taken when restocking or rotating product;
 - c. All frozen or cold items are stored in SOS's coolers or freezers appropriately.
7. Other duties as assigned.

The Stock Island Pantry is a fast-paced self-serve pantry. The ideal candidate would be a team player and flexible as tasks will frequently change.

To apply: Email resume or summary of your relevant experience to Morgan at morgan@sosfoundation.org or call (305) 292-2013 ext. 1.

Star of the Sea Foundation is an Equal Opportunity Employer. We are committed to building a diverse and inclusive workplace and welcome applications from all qualified individuals. Employment decisions are based on merit, qualifications, and organizational needs. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, veteran status, or any other protected characteristic as defined by applicable law.