

Organization: Washington County Food Pantry at Joseph's Coat  
Job Title: Pantry Associate  
Supervisor: Store Lead  
Wage: Based on Experience, Starting at \$13 per hour

### Position Description:

This position is responsible for the day-to-day operations of the Washington County Food Pantry. This exempt, part-time position (25-30 hours per week) reports directly to the Store Lead:

### Specific Responsibilities:

1. Maintain a strong, positive, and professional working environment that attracts and retains qualified staff and volunteers
2. Accept donations/prepare receipts
3. Daily financial reporting and deposits
4. Greet and provide guidance for all pantry patrons
5. Engage employees: listen to employees and lead by example
6. Check in pantry patrons and maintain strict confidentiality
7. Cash handling and customer service

### Leadership and Board Collaboration:

1. Maintain working knowledge of hunger and food equity issues as well as local social services and resources
2. Assist the Board as needed with their special events

### Community Resource Management:

1. Assist in maintaining strong relationships with community organizations
2. Assist in coordinating strategic programs

### Requirements:

1. Must be able to lift 50 pounds
2. Must possess a valid driver's license with a clean driving record
3. Must pass a drug test