



### **Newton Food Pantry, Food Pantry Assistant**

Learn about and help run the Newton Food Pantry! Interested candidates must be available on **Tuesday, Wednesday, and Thursday.**

#### **Weekly assignments and duties include (under staff/volunteer supervision):**

- bagging groceries
- re-stock pantry shelves
- sort (check expiration dates and categories) food drive and donation bins
- assist shift-leader with sorting and organizing the Culturally Relevant food section
- prepare up to 300 double brown paper bags on a weekly basis
- organize (FIFO- first in and first out) outside POD cold storage space
- assist with receiving vendor deliveries
- runner- assist by taking groceries to their car and returning shopping carts
- monitor
- take out recycling and trash
- clean, sweep, mop pantry space and equipment as needed
- client interaction- greet, assist with shopping, distribute food at assigned stations
- ability to repeatedly lift between 20-50 lbs. frequently/daily

#### **What to expect on a typical week:**

- Tuesdays-interns will help bag groceries with a small team of volunteers, restock pantry as needed, sort through food drive and donations bins; in addition, organize the Culturally Relevant food selection.
- Wednesday and Thursday- assist other volunteers and shift leaders with the bagging of produce for bulk distribution, help organize our bulk delivery pick-ups, re-stock produce, greet clients, assist with client shopping, work alongside volunteers.

The remaining hours will consist of administrative tasks or will be project based. May also include work with the Teen Ambassador Program, Freedge, and Food Drive team. Candidates must be organized, punctual/reliable attendance, responsible, and motivated. Interns should be able to collaborate with a team, be active and on your feet for the duration of the shift. BIPOC students and students who are fluent in Spanish, Mandarin, and Russian are encouraged to apply and use their language skills.

#### **Schedule expectations, 3 days a week/20 hours:**

- Tuesday 9:00am-3pm (20-30 min lunch break), 6 hour shift
- Wednesday 8:30am -8:00pm (alternating shift of 8:30-5:30pm or 11am-8pm as needed with one hour lunch and 15-minute break), 8-hour shift
- Thursday 8:30am-2:30pm (20-30 min lunch break), 6-hour shift

Please notify supervisors in advance (at least one week) if you have a scheduled appointment or vacation and are not available during the program. In emergencies and you cannot work your scheduled shift(s) please contact both Kris Bowden, Board Member, and Denise Daniels, Pantry Manager.