



**Position:** Pantry Specialist

**Reports to:** Pantry Manager

**Compensation Status:** Full-time, hourly

**Hours:** 37.5 hours per week

**POSITION SUMMARY:**

The primary purpose of this position is to provide excellent customer service to participants utilizing the Choice Pantry in Omaha. Excellent customer service includes showing respect to all participants, answering questions, facilitating participants' exit from the Pantry, and stocking Pantry shelves. The Pantry Specialist also helps to ensure food safety standards and cleanliness are being adhered to. This full-time position will have the following schedule: Monday – Thursday 8:30a –4:30p, Friday, 8:30a – 2:30p.

**ESSENTIAL JOB FUNCTIONS:**

- Providing excellent customer service to participants utilizing the Choice Pantry.
- Implementing food safety standards with respect to storing and distributing food.
- Stocking and restocking pantry shelves with dry and frozen goods.
- Assisting with inventory control as needed, utilizing a first in, first out process.
- Maintaining a clean environment.

**ABILITIES and SKILLS:**

- Excellent communication and organizational skills.
- The ability, experience, and sensitivity in serving people with diverse cultural and socioeconomic characteristics.
- The ability to prioritize tasks.
- The ability to work independently.
- The ability to work cooperatively in a team environment.
- The ability to speak Spanish preferred but not required.

**EDUCATION and EXPERIENCE:**

- High school diploma preferred but not required.
- Prior customer service experience preferred.

**PHYSICAL REQUIREMENTS:**

- Hearing and vision must be correctable to within normal ranges.
- Must be able to lift at least 50 pounds.
- The ability to stand for long periods of time.

NOTE: This job description is intended to describe the general nature of the work being performed by a person in this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**Interested parties should apply by sending a cover letter and resume to:**

Rebekkah Roberts

Human Resources Coordinator

Together

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