



JOB DESCRIPTION

POSITION: Maintenance and Customer Service Assistant
REPORTS TO: Food Programs Manager, Thrift Shop Manager,
& Executive Director
HOURS: Approx. 25-30 hours per week
GRADE: 1

POSITION OVERVIEW: Customer service, donation intake, general labor, and maintenance

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Understands the work and mission of EBFP and can accurately communicate basic information about EBFP
- Exhibits exemplary customer service skills and acts as a positive representative of EBFP
- Works alongside volunteers and delegates tasks where appropriate to assist with the clean, safe, and efficient operation of the Food Programs and Thrift Shop, including:
 - Helping Donors with bringing in donations and ensuring they are recorded and stored appropriately
 - Putting away deliveries of food and other supplies
 - Moving and stocking produce and other food
 - Moving furniture and other Thrift Shop items
 - Taking care of trash and recycling
 - Helping other EBFP staff keep the Food Pantry and Thrift Shop organized
- Performs minor repairs and maintenance on EBFP equipment, donations, etc.
- And, all other duties as assigned

QUALIFICATIONS:

Work Skills:

- Ability to work independently and as part of a team with people from diverse backgrounds and abilities

Physical Requirements:

- Heavy lifting required - ability to frequently lift and move up to 50 lbs. without injury
- Involves walking, stooping, standing and reaching to a significant degree.

Environmental Conditions:

- High/low temperatures
- Dust
- Outdoor elements including rain and wind

An Equal Opportunity/Affirmative Action Employer

Please submit resumes to:

Karen Griffith
East Bay Food Pantry
532 Wood St.
Bristol, RI 02809

Or email to Karen@eastbayfoodpantry.org