

COMMUNITY SERVICES

WORKSITE: CARLINVILLE FOOD PANTRY

POSITION: GOOD SAMARITAN ASSISTANT

Supervisor: Donna Eiffert

Contact Phone Number: 217-972-8099 (Donna cell)

Email Address: jeiff@frontiernet.net

Address: #55 Carlinville Plaza (525 W. 2nd South St.)

DESCRIPTION OF DUTIES:

Food Pantry workers are responsible for inventory and ordering food, organizing and cleaning the pantry, keeping paperwork up to date, rotating produce & stocking shelves (this requires heavy lifting and possibly getting dirty), taping boxes for food distribution, cleaning freezers as necessary, filing, help work with volunteers if your schedules permit, keeping outside recycling area neat and organized, and attend the monthly board meeting.

Dress code: comfortable work clothes, appropriate jeans & t-shirt

QUALIFICATIONS:

Interpersonal Skills:

- Responsibility/Accountability

- Time Management

- Getting along/Working with others

- Self-Management

- Initiative/Motivation/Persistence

Communication Skills:

- Oral/Verbal

Critical Thinking:

- Problem Solving/Reasoning

- Decision-Making

- Creativity

Leadership/Management Skills:

- Resolving conflicts/mediating

- Fostering team work

Math Skills

Working with Data/Information:

- Organization

- Technical Skills