



# DEER VALLEY

*Unified School District*

## JOB DESCRIPTION

JOB TITLE: Food Pantry Nutrition Worker

Position Type: <b>Classified</b>	Department: <b>Food and Nutrition</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Principal</b>
Salary Range: <b>Range 14</b>	Location: <b>Constitution</b>
Term of Employment: <b>9 months</b>	Date: <b>June 13, 2024</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Supports and promotes parent engagement, oversee and write Food Pantry grants, and daily operations of the Food Pantry and Mobile Pantry on a Title I campus.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Practices procedures in food handling, customer service, use and care of equipment and all cleanup.
- Follows standards of safety in lifting, and storing food.
- Assists in maintaining required forms and records as required by the grant.
- Practices “Red Carpet Service” to all adult customers.
- Attends job-related training classes and workshops.
- Provides nutrition education to students and families throughout the school year.
- Confers with supervisor by presenting and aiding in the resolutions of difficult problems or questions, discussing plans and actions to be taken, making appropriate decisions.
- Maintains positive relationships with staff, parents, community; models appropriate adult behavior; maintains a positive, cordial relaxed environment.

- Organizes school/community pantry and communication to families and community.
- Have school/community pantry open at least 3 days per week with at least one day with late hours (at least until 6:30 pm) for parents that work late.
- Organizes and sets up meetings with St. Mary's Food Bank to set dates for mobile and school pantries and ensure we are in compliance each year.
- Shops every week at St. Mary's Food Bank for fresh and frozen items for our pantries.
- Organizes and oversees volunteers and assistants in the food pantry.
- Organizes holiday assistance for families and contacts local business for donations to supply families with holiday meals.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Ensure that all criteria stipulated by Grantors/St. Mary's Food Bank is met and documented and reported as requested in contract.
- Honor and carry out all criteria outlined in agreements with St Mary's Food Bank and programs, or other agreements for food handling and reporting.
- Must keep Family Resource Room clean and maintain pest control as outlined in Grants and agreements.
- Keep Contracts and letters of agreement from all agencies in Family Resource Room for reference.
- Write grants to continue the support and success of the food pantry program.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.

- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Demonstrates the ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively speak simple sentences and understand simple instructions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a Food Handler's Certificate obtained from the Maricopa County.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Wash dishes daily and general kitchen cleanup.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty*

*or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*