

Job Description

Title: Basics4Babies Pantry Assistant /Part Time/ Bilingual
Reports to: Data Manager
Class: Non-Exempt

Job Summary

This position is accountable for assisting with the HMHB Basics4Babies Emergency Pantry in all office locations. The staff member will work with the Basics4Babies Pantry Coordinator to provide the services to the public and HMHB clients. The position also maintains the inventory, storage space and ensures products are ready for distribution. The position requires lifting, bending and carrying of products. Valid Driver's License and reliable transportation required.

Job Status: Part-time temporary position.

Position location: Greenacres, Belle Glade and West Palm Beach and community locations based on pantry days/times and need.

Local travel required.

Essential Functions and Responsibilities

- Works with pantry clients on distribution days to ensure intake forms are completed and data is entered into designated systems in a timely manner.
- Communicates with staff on Basics4Babies activities and processes as needed to ensure services are efficiently provided to the community.
- Provides support to HMHB volunteers to ensure they have appropriate resources to complete tasks.
- Prepares reports and written correspondence as needed in regard to client and inventory needs.
- Ensures pantries are organized and well-stocked. Assist with maintaining inventory, supplies and inventory tracking.
- Accept and organizes all pantry donations from the community.
- Ensure program outcomes are met utilizing evaluation tools, when necessary.
- Complete other tasks as needed or required by agency management, funders or staff.

Knowledge, Skills and Abilities

- Excellent interpersonal relational, problem solving and communication skills; both verbal and written.
- Ability to manage multiple priorities and manage time effectively to meet established timelines for work completion.
- Knowledge of principles and practices of working with diverse populations.
- Computer skills including Microsoft Office Suite.
- Proficient in Data Entry
- Ability to be flexible in regards to work location and work schedule.
- Bilingual required.

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Educational Requirements

- High school diploma

Experience Required

- General work experience
- Experience with Microsoft Outlook and data entry.
- Customer Service experience

Work Orientation Factors:

- While performing the duties of this job, the employee is regularly required to stand, walk, talk & hear. The employee frequently is required to sit. Specific vision abilities required by this job include close vision and ability to adjust focus.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Job tasks may require the ability lift, bend and move items from one place to another.

Must have a valid Florida driver's license, have an acceptable driving record, carry minimum auto insurance as required by state law and provide own transportation.

This description reflects the major functions of the job. The employee is expected to perform these and other job duties assigned. Additions, deletions or changes may be made to this position at any time without prior notice.

Healthy Mothers/Healthy Babies does not discriminate against employees based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The agency will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Essential and marginal job functions are subject to modification.