



**Holy Cross College**  
**Student Employment**  
**Fall 2019**

**Title:** **Pantry Assistant**

**Department:** Food Bank of Northern Indiana

**Supervisor:** Adam DeBeck on campus  
Manager/Warehouse Manager on-site

**Email:** [adebeck@hcc-nd.edu](mailto:adebeck@hcc-nd.edu)

**Schedule:** Approximately 10 hours per week to be determined with the supervisor.

**Rate of pay:** \$10.00 per hour

**Hours:** Wednesdays 2pm-6:30pm and Fridays 10am – 2:30pm

**Location:** 702 Chapin Street, South Bend, Indiana 46601

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**Purpose**

Support pantry employees and volunteers with assisting clients during their shopping experience.

**Essential Job Duties:**

- Fill orders for delivery
- Move product around warehouse
- Assist with inventory
- Sort and separate food for agency shopping area
- Assist with programs such as CSFP, Senior Nutrition, Food 4 Kids
- Other duties as assigned

**Minimum Education, Skills and Abilities:**

- Must maintain complete confidentiality of clients
- Excellent communication and interpersonal skills
- Positive attitude and ability to work in a fast paced environment
- Must have reliable transportation to work off-campus

**Physical Requirements:**

- Ability to lift 30 pounds of food product
- Ability to walk throughout the entire shift
- Ability to use a pallet jack to move products around the warehouse when necessary