

# LIFE CHANGERS

**JOB TITLE:** Facilities/Food Pantry Assistant

**REPORTS TO:** Campus Director

**DEPARTMENT:** Facilities / Food Pantry

**WORK HOURS:** 24 hours/week

**BENEFITS ELIGIBLE:** hourly PT

**START DATE:** January 5th, 2026

**SALARY:** \$16.60/hour

## **JOB SUMMARY:**

The Facilities/Food Pantry Assistant supports daily operations of the campus facilities and food pantry by maintaining a clean, safe, and functional environment for staff, children, youth and church attenders. This role reports directly to the Campus Director and requires a dependable, adaptable individual with strong communication skills, attention to detail, and the ability to adjust quickly to changing needs. The ideal candidate is hands-on, safety-conscious, and comfortable performing physical tasks.

## **JOB RESPONSIBILITIES:**

- Assist with weekly operations of the food pantry, including receiving, organizing, stocking, and distributing food and supplies
- Move and transport items weighing up to 20-30 pounds using pallet movers or carts
- Support basic building maintenance tasks including
  - minor repairs such as paint touch up/patch small holes/dings caused by kids toys
  - spot clean auditorium carpet
  - Emergency clean up of food/drink spill, etc.
- Event setup and teardown including: tables, banner stands, chairs, and trash cans, etc.
- Open and close the building as scheduled, ensuring security procedures are followed
- Seasonally manage ice melt. Lift 50 pound ice melt bags from pallet to a cart and transport (roll/push) to storage area
- Assist with snow removal and ice management during winter months
- Monitor facility conditions and report maintenance or safety concerns promptly
- Maintain organized storage areas and ensure proper inventory of paper products
- Communicate effectively with staff, volunteers, and visitors
- Adapt to changing priorities and respond to needs as they arise
- Follow all safety, health, and organizational policies and procedures

**JOB QUALIFICATIONS:**

- High school diploma or equivalent preferred
- 1–2 years of experience in custodial, warehouse, or food pantry work preferred
- Basic cleaning and light maintenance experience required
- Ability to work independently and as part of a team
- Strong attention to detail and organizational skills
- Reliable, punctual, and flexible with scheduling
- Effective verbal communication skills
- Application requires a resume

**WORK REQUIREMENTS:**

- Ability to lift up to 50 pounds (occasionally)
- Ability to operate a pallet mover
- Ability to stand and walk for extended periods (several hours at a time)
- Ability to bend, stoop, reach, and perform repetitive physical tasks
- Ability to work indoors and outdoors, including in cold weather conditions