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Job Title	Food Pantry Assistant
Campus Location	Seattle Cental
Department	Workforce Education/Basic Needs
Building and Room Number	BE3210C

Job Description

Position Summary

The Food Pantry Assistant plays a vital role in supporting the daily operations of the Seattle Central Food Pantry. This position helps create a welcoming and inclusive environment for students and employees experiencing food insecurity. Food Pantry Assistants work directly with pantry users, maintain pantry organization, and ensure efficient, respectful service. The Food Pantry has been operating for approximately nine years and is primarily led by student volunteers. This Work-Study position supports the overall mission to provide essential resources and foster a sense of belonging within the Seattle Central community.

Key Responsibilities

Welcome and assist students as they shop, either by accompanying them or managing a designated pantry section.

Ensure all pantry users complete the required sign-in process.

Communicate and uphold item quantity limits clearly and respectfully.

Assist students with carrying or moving food items as needed.

Provide guidance on pantry procedures and answer questions before, during, and after shopping.

Unload, unpack, and organize incoming boxes of food.

Stock shelves and tables, rotating items so those with earlier expiration or "best by" dates are placed in front.

Sorts produce and perishable items to maintain freshness and quality.

Set up pantry spaces, including placing necessary signage and maintaining overall organization

Number of Positions Available

6

Experience/Qualifications Desired Ability to perform physical tasks, including lifting up to 50 lbs.

Dependability, punctuality, and willingness to work consistently within scheduled shifts.

First-hand understanding of food insecurity on campus and in the surrounding community

Educational Benefits

Working at the Central Food Pantry will provide you with a deeper understanding of food insecurity and highlight the significant impact that meeting basic needs has on a student's educational journey.

Expected Hours

4

Position Available

Summer, Fall, Winter, and Spring

Contact Person

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