



## Food Pantry Assistant

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Interested candidates should email a resume to [mcchr@mccwi.org](mailto:mcchr@mccwi.org)  
Position open until filled.

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The Food Pantry Assistant supports pantry operations, including stocking, checking-in clients, and assisting clients through the choice-model pantry. The ideal candidate will be committed to supporting the community, communicating with dignity, helping to maintain a clean and organized environment, and building supportive relationships with clients and volunteers. MCC believes strong neighborhoods have access to healthy food. MCC's Food Pantry provides food to 1,000+ adults and children each month, and connects families to supports needed to become self-sufficient.

Reports to: Food Pantry Manager  
Schedule: Part-time, up to 25 hours per week  
Pay Rate: \$15-\$17 per hour depending on experience; Monday, Tuesday and Thursday from 9:00 am – 4:00 pm, Wednesday from 12:00-4:00 pm.  
Benefits: Part-time vacation and sick leave, paid holidays, retirement plan with 3% employer match, employee assistance program, pro-rated health, vision, and dental insurance.

### Essential Duties and Responsibilities Include:

1. Support daily food pantry functions including:
  - Assisting participants with intake assessments
  - Guiding participants through the full-choice pantry
  - Distributing a 3-5-day supply of food
  - Providing Commodity Supplemental Food Program (CSFP) stock boxes
  - Ensuring infant needed supplies are available
2. Serve a diverse community with dignity and equity.
3. Stock and prepare food pantry for distribution hours.
4. Maintain a clean, accessible, and organized pantry.
5. Receive and record donations from Hunger Task Force, partnerships, independent donors, and food drives.
6. Assist in maintaining confidential and accurate records/databases for client information, food safety logs, and other food pantry data.
7. Connect participants to additional health, wellness, and self-sufficiency opportunities.
8. Maintain compliance with established pantry policies and procedures as enforced by Hunger Task Force, Wisconsin Department of Agriculture, and USDA.
9. Assist with supervision and training of volunteers, community service, and business partners to support food pantry operations.
10. Attend Hunger Task Force and other Food Pantry meetings as necessary.

### Qualifications Desired Include:

1. Ability to greet, serve, and communicate with a diverse client base with dignity and compassion.
2. Experience in food security, human/social services, community building, health and wellness, and/or customer service.
3. Ability to demonstrate basic computer literacy and operate client database accurately.

4. Ability to lift a minimum of 25 lbs. regularly; receive, sort, and distribute food and basic need supplies
5. Commit to safety while maintaining a clean and organized space.
6. Collaborate with diverse clients, staff, partners, and volunteers.
7. Continuous improvement mindset and an understanding of individual and community development.
8. Bilingual (Spanish/English) language skills preferred, not required.

#### Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security.

#### Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.