



Food Assistance Inventory Specialist

Summary: The Food Assistance Inventory Specialist manages the inventory of the One22 food assistance program at the Jackson Cupboard. The Inventory Specialist is in charge of receiving, moving and stocking large deliveries of food and grocery items in the morning, as well as accurately entering inventory into the shopping platform. They professionally represent the mission, vision, values and ethics of One22 and work as part of the Food Assistance program with support from the Associate Director of Food Assistance and Food Assistance Coordinators.

Hours and Schedule: 8-15 hours per week (depending on interest and availability). Flexible morning schedule; start time 8-9 am and end time between 11 am - 12 pm. Monday through Friday or Monday, Tuesday, Thursday, Friday.

Duties and Responsibilities:

- Receive and review inventory to stock the Jackson Cupboard and satellite cupboards.
- Arrange inventory and stock; assist with organizing and merchandising to create an attractive shopping experience.
- Enter and maintain accurate inventory in Smart Choice food pantry software shopping platform.
- Perform inventory control audits with regularity.
- Receive and enter in kind donations, when necessary.
- Work closely with volunteers, including delegating tasks to volunteers.
- Assist with the operations and inventory management of food drives

Qualifications

Experience and Education:

- Prior experience in inventory, food services, or human services preferred

Skills and Characteristics:

- Bilingual in Spanish and English preferred
- Ability to lift 40-50 pounds
- Very high attention to detail
- Emotional maturity and self-reliance
- Ability to work both independently as well as collaboratively with others, i.e. a "team player"
- Proactive approach to problem solving
- Desire to learn and improve
- Ability to set personal and professional boundaries
- Creative and critical thinker
- Knowledge of local/regional/state/ federal resources such as food assistance, financial assistance and mental health programs available
- Ability to prioritize tasks on hand
- Excellent communication skills



This is a part time, temporary position, totaling approximately 8-15 hours per week from June-August, with the possibility for extension through the Fall. This position reports to the Associate Director of Food Assistance.

Compensation: Starting at \$22/hour depending on experience and bilingual capabilities.

Starting Date: Week of June 3, 2024

To Apply: Please send a resume to: Kiersten@one22jh.org

About One22: One22 Resource Center is a community-based nonprofit organization dedicated to supporting individuals and families facing financial and cultural challenges in the Greater Teton area. We guide members of our community toward stability and growth through basic needs, emergency resources and financial empowerment. If community members need help with groceries, or just making ends meet: that's what we're here for.