



Food Assistance Specialist

JOB SUMMARY

The Food Assistance Specialist manages the inventory of the One22 Food Assistance program at the Jackson Cupboard. The Food Assistance Specialist supports the overall operations of the Jackson Cupboard and also engages in special projects and initiatives shaped by the evolving needs of the program, offering opportunities for growth and impact.

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: Part-time or Full-time options available in-person. If part-time, morning availability is required.

Duties & 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 food pantry software shopping platform
- Assist with inventory control audits
- Receive and enter in-kind donations, when necessary
- Work closely with volunteers, including delegating tasks
- Assist with the operations and inventory management of food drives
- Stocking of satellite pantry locations as needed
- Special projects and opportunities as needed

Qualifications

Experience and Education

- Prior experience in inventory, food services or human services preferred
- Moderate technology proficiency or willingness to learn

Skills and Characteristics

- Bilingual in Spanish and English preferred
- Ability to lift 40-50 pounds
- Very high attention to detail
- Emotionally mature and self-reliant
- Ability to work collaboratively with others and be a “team player”
- Proactive approach to problem solving and prioritizing tasks at hand
- Desire to learn and improve
- Ability to set personal and professional boundaries
- Creative and critical thinker
- Excellent communication skills

Supervision

This position reports to the Associate Director of Food Assistance.

To apply, please submit a resume and cover letter 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.