Title: Basics4Babies Pantry Assistant  
Reports to: Data Manager  
Class: Non-Exempt

Job Summary  
This position is accountable for assisting with the HMHB Basics4Babies Emergency Pantry in all office locations. The staff member will work with the Basics4Babies Pantry Coordinator to provide the services to the public and HMHB clients. The position also maintains the inventory, storage space and ensures products are ready for distribution. The position requires lifting, bending and carrying of products. Valid Driver’s License and reliable transportation required.

Bilingual English/Spanish required.

Position location: Greenacres and West Palm Beach based on pantry days/times; Mondays-Thursdays, 9am-3pm (20-25 hours per week).

Local travel required.

Essential Functions and Responsibilities
- Works with pantry clients on distribution days to ensure intake forms are completed and inventory is maintained.
- Communicates with staff on Basics4Babies activities as needed.
- Provides support to volunteers to ensure they have appropriate resources to complete tasks.
- Prepares reports and written correspondence as needed.
- Supports the Pantry Coordinator in managing inventory, ordering and diaper distribution days.
- Ensures pantries are organized and well-stocked.
- Organizes all pantry donations from the community.
- Works with the Data Manager on inventory and reporting needs.
- Ensure program outcomes are met utilizing evaluation tools, when necessary.

Knowledge, Skills and Abilities
- Strong organizational, interpersonal, and communication skills.
- Knowledge of principles and practices of working with diverse populations.
- Skill in utilizing computer software.
- Ability to be flexible in regards to work location and work schedule.
- Bilingual required.

Educational Requirements
- High school diploma
**Job Description**

*Must have a valid Florida driver’s license, have an acceptable driving record, carry minimum auto insurance as required by state law and provide own transportation.*

This description reflects the major functions of the job. The employee is expected to perform these and other job duties assigned. Additions, deletions or changes may be made to this position at any time without prior notice.

Healthy Mothers/Healthy Babies does not discriminate against employees based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The agency will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Essential and marginal job functions are subject to modification.

I have read and understand the job responsibilities, standards and requirements for this position.

__________________________
Print Employee Name

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Employee Signature

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Date