

Park View Community Mission Food for Families Pantry Associate

Description of Position

Food for Families at Park View Community Mission provides supplemental groceries to food-insecure neighbors twice per month at no cost which include fresh produce, frozen meats, baked goods, and dairy items in addition to non-perishable groceries as well as personal care items. The Pantry Associate is responsible for ensuring that the pantry is kept clean and organized for effective food distribution operations and volunteer use. The Pantry Associate is also responsible for ensuring that necessary amounts of produce or donated food are provided to designated areas. The Pantry Associate must be welcoming, hard-working and able to work well with staff members as well as volunteers. Hours of Operation are typically between 8:00am-4:00pm, Wednesday-Saturday.

The student will report to the Liberty University Federal Work Study Coordinator and Park View Director of Food for Families. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Park View Community Mission
Food for Families
2420 Memorial Ave Lower Level
Lynchburg, VA 24501

Job Responsibilities

- Provide customer service to individuals shopping the food pantry
- Unload, receive, and stock donations
- Share opportunities for the other resources and services available in the center
- Assist leaders with other duties as assigned

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14.41 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. The application can be found on the [Human Resources Job page](#).