



Job Title: Distribution Assistant

Location: Dulles South Food Pantry, Loudoun County, VA

Type: Part-Time – Approximately 15 hours per week.

About Dulles South Food Pantry:

The Dulles South Food Pantry (DSFP) is a nonprofit organization committed to alleviating food insecurity in our community by providing healthy and nutritious food to families in need. As the only food pantry in southeastern Loudoun County, we serve over 225 families weekly, making sure they have access to essential food items, including meat, dairy, produce, and pantry staples.

Job Overview:

Assist the Distribution Manager with set up and execution of giving food to guest families.

Key Responsibilities:

- **Inventory Management:**

Responsible for determining fair distribution of perishable supplies across current week's households.

- **Food Safety Compliance:**

Ensure that all food is handled, stored, and distributed according to USDA food safety guidelines. Train volunteers on proper handling procedures to maintain product integrity and safety. Stay informed about and monitor food recalls as needed. Complete annual SafeServ food safety training.

- **Storage and Organization:**

Ensure fresh/frozen perishable donations and purchases are handled with care, following food safety guidelines. Provide weekly updates on stock levels, expiration dates, and quality control. Oversee the proper storage of donations in refrigerator and freezer, ensuring they are organized and easily accessible.

- **Distribution Coordination:**

Interact with volunteers and guests and help ensure efficient operations while maintaining supportive and positive guest experience. Refresh/restock the food offered during distribution events.

Qualifications:

- Prior experience in food handling, grocery management, or warehouse operations preferred but not required.
- Strong organizational skills and attention to detail.
- Ability to work collaboratively with staff, volunteers, donors, and guests.
- Ability to lift 25-30 pounds for the majority of the work shift.
- Ability to stand for extended hours.

- Passionate about addressing food insecurity.

Anticipated Hours:

Mondays: 12:30pm - 2 pm for every other week (staff meeting)

Tuesdays: noon – 8 pm

Wednesdays noon – 6 pm

Occasional Saturday hours, if available

Compensation:

\$17.00/hour

How to Apply:

Interested candidates should submit a brief statement of interest, a resume and/or any relevant experience to info@dsfp.org. We look forward to welcoming a dedicated individual to our team to help us continue making a difference in the community!