



Casa de Peregrinos Position Description: Program Assistant, Hatch Pantry

Job Title: Program Assistant, Hatch Pantry
Location: Hatch Pantry, 321 North Main St, Hatch, NM, 87937
FLSA Status: Non Exempt
Rate of Pay: \$14/hr
Hours per week: 20

Two positions will be filled

Casa de Peregrinos (CdP), an emergency food program, provides free supplemental groceries to individuals and families at risk of hunger in Las Cruces and Doña Ana County, serving as a safety link for those unable to purchase nutritious food due to an emergency or unforeseen personal crisis. It is the largest and most comprehensive food pantry in southern New Mexico, providing over 37,000 distributions of groceries every year to low-income families. It has grown from distributing approximately one million pounds of food per year in 2012 to over 4 million pounds in 2022.

Position Summary:

The Program Assistant for the Hatch Pantry of Casa de Peregrinos (CdP) is a 20 hour per week hourly position reporting to the Mobile Pantries Supervisor. Its overall mandate is to organize and conduct food distribution at the pantry in Hatch. This includes responsibility for organizing the deliveries of food to the pantry and storing it appropriately, coordinating client registration, distributing baskets of food to qualified clients, managing volunteers assisting in the distribution, and assuring food safety and quality control.

Position Responsibilities:

- Warehouse management including stocking shelves, product rotation, sorting food based on expiration date
- Register clients coming to the pantry in the Casa de Peregrinos central database, assuring that each meets the requirements for service
- Manage the assembly of carts for distribution to clients, based on the principles of assuring appropriate rotation of products, assuring that food purchases are distributed in equal amounts to clients and that food is distributed before it's spoilage or expiration date.
- Manage and oversee volunteers working at the distribution site.
- General warehouse duties including (but not limited to): restocking, inventory control, sweeping, mopping, equipment safety checks, daily temperature logs
- Ensure food safety and sanitation practices in accordance with environmental health standards

Skills /Qualifications:

- Excellent interpersonal and communication skills

- Bilingual Spanish/English
- Ability to perform as an effective team member and work independently.
- Basic computer skills (word processing, spreadsheet, data base, e-mail and internet experience)
- Valid Driver's License and a clean driving record
- Ability to lift and move heavy objects and equipment weighing up to 50-75 pounds manually or with the aid of lifting devices
- Ability to operate material handling equipment including forklift, pallet jack, and dolly
- Commitment to the mission of Casa de Peregrinos

Position requirements: High school diploma or equivalent job experience.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Casa de Peregrinos provides equality of opportunity for all persons with respect to hiring without discrimination on the grounds of race, color, religion, national origin, sex, pregnancy, age, disability, veteran status, sexual orientation or gender identity. All employment will be decided on the basis of qualifications, merit and business need. If you need assistance or an accommodation due to a disability, you may contact us for support at: lo.alba.jr@gmail.com

At Casa de Peregrinos, we celebrate our diversity. Casa de Peregrinos is proud to be an equal opportunity workplace.

To Be Completed By HR:

Reviewed On: **Date**

Approved By: **Name, Title**