



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: Family Services Resource Specialist
Supervisor: Family Services Manager
Work Hours: 25 hours/week
(possible evening and weekend hours)

FLSA: Non-Exempt
Classification: Part-Time
Pay Rate: \$15.00/hr

Summary

Under the direct supervision of the Family Services Manager, the Family Services Resource Specialist is responsible for assisting in the delivery of program resources primarily through the organization and maintenance of the Pantry and Resource Area.

Essential Job Duties

- Assist in the overall operations of the Family Services Pantry and Resource Area.
- Organize food and non-food pantry storage areas.
- Pick up supplies from community resources.
- Assist the Family Services Manager and Caseworkers with client intakes as needed.
- Ensure the Pantry and Resource Area are clean and sanitary at all times.
- Order food for pantries at Parsells and Central Park.
- Monitor and log the temperatures of all refrigeration units.
- Keep shelves stocked, inventory pantry regularly, and purge the pantry of expired food.
- Assist Family Services Caseworker in the preparation of food bags for consumers.
- Assist with program events, fairs and/or workshops.
- Attend staff meetings.
- Other job duties, as assigned.

Knowledge, Skill and Abilities

- Communicate effectively both orally and in writing.
- Interact with staff and consumers of diverse cultural, racial and ethnic backgrounds.
- Work cooperatively and collaboratively with coworkers, supervisors, organizations, the general public, and offices of local government.
- Effectively follow instructions.
- Comfortable working independently when necessary.
- Maintain a calm demeanor when dealing with adverse situations.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 65 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Qualifications

- High School diploma or the equivalent and six (6) months of similar experience required.
- Must possess a valid NYS driver’s license.
- Background check is a requirement.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.

We are an Equal Opportunity Employer.