Casa de Peregrinos Position Description
Program Assistant, Sunland Park Pantry

Job Title: Program Assistant, Sunland Park Pantry
Location: Sunland Park Pantry, 3465 McNutt, Sunland Park, NM
FLSA Status: Non-Exempt
Rate of Pay: $15/hr
Hours per week: 25
Hire date: November 1, 2026, estimated

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 sufficient nutritious food. It is the largest and most comprehensive food pantry in southern New Mexico, providing over 90,000 distributions of groceries every year. It has grown from distributing approximately one million pounds of food per year in 2012 to over 8.4 million pounds in 2025-6.

Position Summary:

The Program Assistant for the Sunland Park Food Pantry is a 25 hour per week hourly position reporting to the Deputy Director of Casa de Peregrinos. Their day to day activities are directed by the Sunland Park Pantry Coordinator. Four Program Assistants work as a team to accomplish the goals of the food distribution program at the pantry in Sunland Park, each of whom takes a lead on one of four responsibilities: intake, warehouse, distribution and drive-up services. Each requires a team player familiar with the Sunland Park community, who has respect for those who donate their time, empathy for those coming to the agency, and a deep commitment to the mission of CdP. These positions have responsibility for helping coordinate client registration, assembling and distributing baskets of food to qualified clients, coordinating volunteers assisting in distribution, assuring food safety and quality control and general warehouse duties. The ideal candidate is organized, compassionate, detail-oriented, and committed to supporting vulnerable populations.

Position Responsibilities:

- Register clients coming to the pantry, both to the lobby and to the drive-up service, in the CdP central database, assuring that each meets the requirements for service.
- Assemble carts for distribution to clients and baskets for the drive-up, based on the principles of assuring appropriate rotation of products, and that food purchases are distributed equitably and that food is distributed before it's spoilage or expiration date.
- Coordinate and oversee volunteers working at the distribution site.
- Warehouse duties including (but not limited to): helping unload delivery trucks, stocking shelves, product rotation, sorting food based on expiration date, inventory control, equipment safety checks, and maintaining daily temperature logs.
- Ensure food safety and sanitation practices in accordance with environmental health standards.

- Maintain records related to programs, outreach activities, and partner participation.
- Represent CdP at community outreach events as assigned.

Skills /Qualifications:

- Excellent interpersonal and communication skills
- Bilingual Spanish/English preferred
- Ability to perform as an effective team member and work independently.
- Commitment to the mission of Casa de Peregrinos

Position requirements:

- High school diploma or equivalent job experience.
- Basic computer skills (word processing, spreadsheet, database, e-mail and internet experience)
- Valid Driver's License and clean driving record
- Ability to lift and move 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

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties 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 based on qualifications, merit and business need. All employment will be decided based on qualifications, merit, and business need. If you need assistance or an accommodation due to a disability, you may contact us for support at ana.r@cdp-inc.org. At Casa de Peregrinos, we celebrate our diversity. Casa de Peregrinos is proud to be an equal opportunity workplace