

RURAL HUMAN SERVICES JOB DESCRIPTION

Revision Date 102623

JOB TITLE: Food Bank Program Assistant PT		DEPARTMENT: Food Bank
LOCATION: Rural Human Services	<u>XX</u> part-time	
REPORTS TO: Food Bank Director		
SHIFT: Day and times may vary up to 29 hours per week (may be less hours per week)		
GENERAL DESCRIPTION Assist Program in meeting his/her responsibilities to the funding agencies standards for performance, accurately maintaining proper records and files, assisting with the monthly and quarterly reporting requirements, and the agencies Fiscal and Personnel guidelines.		
ESSENTIAL DUTIES 1. Help distribute monthly, the USDA, DDD, & CSFP commodities plus selected donated items to eligible households, in as fair and equitable a manner as possible. 2. Arrange for the unloading and storage of monthly commodities delivery. 3. Coordinate agency food drives. 4. Deliver or prepare for pickup the commodities & volunteer packets to the food distribution sites. Supervise commodities distribution at same locations. Pick up or see that same are returned after distribution. 5. Flatten and recycle excess cardboard boxes. Deliver to the recycle site. 6. Prepare monthly TEFAP commodities report. 7. Help maintain food warehouse and inventory in a neat, logical, and orderly manner. 8. Data entry of applications for EFB. (Emergency Food Box) and report 9. Operate a Forklift, hand truck and pallet jack. 10. Make out of town trips to pick up food from outside agencies. 11. Work with volunteers in the distribution food at the monthly Tail Gate provided by Food Link. 12. Computer knowledge, Word and Excel program and other office equipment. 13. Other duties as assigned.		
QUALIFICATIONS 1. Possession of valid drivers license and automobile insurance 2. Ability to: establish and maintain good public communication and relations with volunteer staff, clients, and other community agencies. 3. Skills to maintain inventory control. 4. Physical ability to handle in a safe manner Food Bank equipment and lift up to 40 pounds. 5. Working knowledge in clerical, retail or warehousing, and computer literate. 6. Able to pass a background check and drug screening test 7. Certified in CPR/First Aid ** 8. Obtain food handlers card. ** If employee position requires it		

Signature: _____

Date: _____