



JOB DESCRIPTION

<u>POSITION TITLE:</u>	Food Program Assistant
<u>SALARY CLASSIFICATION / RANGE:</u>	NE 01 \$15.00 per hour
<u>STATUS:</u>	Non-Exempt
<u>LOCATION:</u>	Main Offices, Oxnard, CA
<u>POSITIONS SUPERVISES:</u>	None
<u>POSITION REPORTS TO:</u>	Homeless Services Supervisor
<u>CONDITIONS OF EMPLOYMENT:</u>	Regular, Part-Time, Subject to funding
<u>WORKING ENVIRONMENT:</u>	Warehouse environment

SUMMARY:

Under the direction of the Director of Operations, the Food Program Assistant position assists with overseeing the operations of the food pantry, including but not limited to coordination of food pantry volunteers, purchasing, and restocking of food pantry items, cost and quality control, and coordination of food delivery program...

DUTIES AND RESPONSIBILITIES:

1. Maintains food pantry inventory by placing orders with vendors as well as purchasing food and non-food items from FOOD Share or other local distributors.
2. Assists with guidance and training of food pantry volunteers.
3. Coordinates food distribution program.
4. Assures that units of service are recorded in client intake paperwork and associated databases.
5. Updates and modifies food pantry stock as needed.
6. Packs food pantry orders and stocks inventory as needed.
7. Responsible for implementing food pantry policies and procedures.
8. Other duties assigned.

QUALIFICATIONS/REQUIREMENTS:

1. Ability to follow detailed oral and written instructions in English.
2. Candidate should have experience supervising volunteers or working with a non-profit organization.
3. Skills in verbal and written communication and the ability to plan and organize multiple work tasks as well as food interpersonal communication skills are essential.
4. Perform moderately difficulty physical activities, such as lifting 40 pounds.
5. Have or be able to get Safe Food Handlers certificate within 30 days of employment.
6. Ability to work alone and as a member of a team.
7. A valid California Driver's License or the ability to possess one.
8. Current California Auto Liability Insurance, which must remain in effect for the duration of employment.
9. A willingness to travel within Ventura County and outside of the County, as requested.

10. A willingness to use own transportation.

11. A willingness to work during evenings and weekends, if required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must possess mobility to work in a two (2) warehouse setting and to use pallet jack; strength to lift and carry objects weighing up to 40 pounds; vision to read printed materials; and hearing and speech to communicate in person and over the telephone. Ability to stand for extended periods of time in an indoor warehouse environment. Contact with dissatisfied or abusive individuals.

DISCLAIMER

This job description is not designed to be an exhaustive list of duties nor is it intended to be a written or implied contract. CAVC reserves the right to modify job descriptions.

HR Authorized Signature

Date

Employee Signature

Date