

THE GLADES INITIATIVE, INC.
JOB DESCRIPTION

Job Title: Program Assistant - Food (full -time)

Salary Range: \$17-20 hr

Job Summary: Program Assistant- Food assists with the operations of the Glades Area Food Bank, and the food pantry. They will assist with picking up and receiving deliveries, cost and quality control, loading and unloading, restocking of food pantry items, data collection and reporting. Other duties include assistance with product acquisition, storage and distribution, and the general maintenance, cleanliness, and organization of the facilities, equipment and vehicles.

Basic Duties:

- Assist Food Program Coordinator with Glades Area Food Bank: donations, purchasing and distribution and data management
- Packs food pantry orders and stocks shelves as needed.
- Must be able to lift 40-50 lbs., bend, stretch, stand for extended periods of time
- Able to drive the van and truck and be covered by company insurance policy.
- Functional use of Microsoft Office Suite skills – Word, Excel, PowerPoint
- Work with other staff in the identification of gaps in services, as well as the generation of ideas and suggestions for means of addressing these gaps
- Foster effective working relationships with coworkers and external partners,
- Advocate for residents west of 20-mile bend on health and human services issues
- Attend trainings, conferences, and meetings related to the position
- Maintains food bank and pantry inventory.
- Ability to define goals, meet urgent deadlines, organize, implement and prioritize projects
- All other duties as assigned

General Knowledge, Skills and Abilities:

Food Program Assistant will need to be able to work well in a team setting. Must be a self-motivated and work well independently. Will also need to have and utilize strong organization skills. Position required extensive lifting, occasional weight over 50 lbs. Experience with pallet jack preferred. Experience driving truck (no CDL required) would be an asset as well.

Education and Experience:

This position requires high school diploma or GED, with some college education preferred. 2 - 4 years of experience with a food bank, warehouse or unloading trucks preferred. Clean driving record. Prefer candidate with knowledge of Glades area, pallet jack and forklift experience. Bilingual proficiency required. This position is Non-Exempt and reports directly to the Program Coordinator - Food.

Hazards of Position:

Heavy lifting, operation of light office equipment, some travel by public or private conveyance.

To apply: Send email **resume and cover letter** in **pdf** format to **jobs@gladesinitiative.org** with the word Food-Program Assistant -“Your name” in the subject line of the email.