



## **JOB TITLE: Food Bank Program Assistant**

**Position Statement:** The Food Bank Program Assistant assists the Food Bank Director for all Food Bank operations including Wellspring on Wheels.

**Category:** Part-Time, Hourly, 25 hrs/week, Monday – Friday, with the possibility of alternating Saturdays

\$15.50

**Reports to:** Food Bank Director

### **Position Description:**

- Assists Food Bank Director and oversees Food Bank operations in his/her absence;
- Assists with food pick-ups;
- Assists with stocking all food and non-food items;
- Assists with keeping Food Bank and garage area in full compliance with the Board of Health, the Fort Wayne Fire Department, as well as meets or exceeds Community Harvest or Associated Churches Food Bank standards;
- Must be willing to work in inclement weather, and follow all safety protocol including measures related to COVID-19;
- And, performs other duties as assigned.

### **Qualifications:**

- Strong work ethic;
- Must be able to lift a minimum of 40 lbs;
- Experience working with volunteers;
- Strong communication skills;
- Sensitivity and respect to diversity as stated in the Cultural Creed;
- A valid driver's license and insurance; and
- Clerical skills a plus,

