

Position Title:	Associate Food Bank Supervisor	Department:	Hunger Prevention Services
Reports to:	Food Bank Supervisor	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Status:	Temporary (until 12/31/18) Part-Time (25 hours per week)	Supervises:	Yes <input checked="" type="checkbox"/> (Volunteers) No <input type="checkbox"/>

The primary focus of this position is to perform an array of functions that include supervising food bank distribution days, maintaining food bank inventory, assisting with packing of pop-up food banks. This position requires the ability to operate a hand truck, pallet jack, drive a box truck, other mechanized equipment, and the ability to lift at least 50 pounds repetitively.

Principal Activities:

- Supervises food distribution at VOA Food Bank locations.
- Drives agency vehicles to/from food bank sites and assists in the unloading and setting up of product to be distributed to clients.
- Supervises volunteer activity and sets an example for volunteers in providing customer service that result in a positive Food Bank experience for clients.
- Trains new volunteers on food safety, food bank operations, and client intake software.
- Delegates and assigns roles for incoming volunteers.
- Monitors client conduct and intervenes where necessary to ensure a safe and respectful environment for all clients, volunteers and staff.
- Ensures the safe conduct of volunteers, including the appropriate handling of perishable foods.
- Assists with prepping and packing for food bank distribution.
- Operate warehouse equipment to include forklift, pallet jacks, carts.
- Troubleshoots client intake software problems.
- Participates in housekeeping activities.
- Other duties as assigned by supervisor.

Required Qualifications and Skills:

- High School Diploma or equivalent preferred
- 1 – 2 years previous warehouse experience preferred
- Experience working with and/or supervising volunteers/volunteer groups a plus
- Good communication and organizational skills
- Forklift experience preferred but training will be provided
- Ability to lift 30 – 50 pounds regularly and 50 – 75 pounds occasionally
- Basic computer skills
- Able to pass background check
- Clean driving record
- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.