

Position Title:	Associate Food Bank Supervisor II	Department:	Hunger Prevention Services
Reports to:	Food Bank Supervisor	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Status:	Part-Time (20 hours per week)	Supervises:	Yes X (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.

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