

Position Title:	Sultan Food Bank Assistant	Department:	Sky Valley Services	
Reports to:	Director of Sky Valley Services	Classification:	Exempt <input type="checkbox"/>	Non Exempt <input checked="" type="checkbox"/>
Hours:	Part Time (20 hrs/week)	Supervises:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

The primary focus of this position is to support the day-to-day operations of the Sultan Food Bank, by assisting with stocking, sorting and coordinating an organized facility. A successful candidate will be flexible and able to work with volunteers. Maintaining a positive and friendly environment is a must while helping support the food bank and serving its clients.

Principal activities:

- Unload product from daily grocery rescue pickups and donations.
- Ensure safe and proper handling of product using best practices of storage techniques.
- Report shortages of inventory, damage and/or spoilage of product.
- Work with volunteers on stocking and sorting of products, assisting with the schedules of other hunger prevention programs supported by the Sultan Food Bank (i.e. emergency food bags, ECEAP grocery bags, school pantry snacks, senior center meals, etc.)
- Maintain clean and pest-free storage areas, able to follow all opening and closing procedures.
- Learn food bank intake system (Food Bank Manager), supporting front desk duties as needed during food bank service hours (Thursday evenings 5-7pm, Friday mornings 9:30am-12pm)
- Must be neat and clean in appearance.
- Must work as a team player.
- Other work related duties as assigned.

Qualifications:

- o Ability to work independently with strong problem solving skills.
- o Beginner understanding of MS Office products including Word and Excel. Ability to learn technology needed of position.
- o Ability to navigate electronic web portal systems, email, and basic internet.
- o Ability to work with and lead volunteers.
- o May be required to work some evenings and weekends.
- o Must be able to successfully pass a pre-employment background check.

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.