



Helena Food Share Position Description

Position: Grocery Rescue Assistant - Driver

Hours: 10 hours per week; 7:45 am – 1:00 pm, Monday-Friday (hours and days of week will vary). Flexible scheduling and evening or weekend work may be required.

Compensation: \$10.00 to \$11.00 per hour, based on experience. This is a non-exempt (hourly) position.

Supervision: The Grocery Rescue Assistant - Driver reports directly to the Program Operations Director.

Helena Food Share Mission:

Helena Food Share serves our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the Greater Helena Area.

Summary:

The Grocery Rescue Assistant - Driver is a key member of the program team, working with the Program Operations Assistant and Program Operations Director to ensure that all relationships with our many contributing stores are nurtured and secure. The Grocery Rescue Assistant must be friendly, creative, well organized and capable of lifting and moving close to 6,000 pounds per day. Experience and skills in driving, operating pallet jacks and providing customer service in public settings are important to ensure efficient completion of work and a high-quality representation of Helena Food Share. The position requires someone with a “jack-of-all-trades” skill set, and the ability to represent the Helena Food Share story effectively. The Grocery Rescue Assistant - Driver is part of a team of three that is also responsible to assist with events, the East Helena Pantry, Safety Instruction with Volunteers, delivery of Kid Packs and Senior Commodities boxes.

Responsibilities:

Daily Pick-up of Grocery Rescue

- Visits several grocery stores to pick up donated products specified by the store managers.
- Mentors and educates the volunteers who assist with all duties of grocery rescue.
- Maintains high safety standards and adheres to good role modeling of safe work behaviors.
- Works with all grocery store employees to convey Helena Food Share’s gratitude and commitment to this partnership.
- Holds the highest standard for grocery rescue, using safe food handling practices must obtain a Safe Food Handling Certificate.
- Works closely with the Pantry Assistant to ensure that food product returned to the Pantry is received and handled according to safe food handling practices.
- Monitors all equipment and vehicles used in grocery rescue and reports any breakdown or required maintenance to the Program Operations Director.

Other Program Duties

Working in coordination with other Program Staff the Grocery Rescue Assistant - Driver will sometimes be responsible for the following duties, when assigned.

- **East Helena Pantry**
 - This includes delivery of product to the East Helena Pantry, coordination of volunteers, working with the local grocery store and maintaining a positive relationship with the representatives of the United Methodist Church where the pantry is located.
- **Kid Packs Delivery**
 - Completes weekly delivery of Kid Packs, with the help of a volunteer, to all elementary and pre-schools participating in the program.
 - Keeps positive relationships with all Kid Pack program contacts in the school system and is the “face of the program” at the local schools and preschools. Understands the Kid Pack program, the contents in a Kid Pack and can answer questions about the program in the community.
- **Senior Commodities**
 - Assists the Program Manager with duties related to distribution and delivery of Senior Commodities boxes when requested.
- **Event and Food Drive Support**
 - Provides logistical support and backup for events when assigned.
 - Works with other Program staff on major food drives to ensure that all logistics of the drive are coordinated and executed as planned.

Core Program Work

- All staff members assist with core program work (e.g. Grocery Share) when volunteers are not available. This may require taking on other program tasks, including manual labor, when needed.

Minimum Knowledge, Skills and Abilities

- Must have driving experience and a good driving record.
- Must be able to lift and move crates, boxes and other items weighing 75 pounds or more on a repeated and regular basis. Must be able to climb up and down from a box truck repeatedly.
- Will have excellent customer service, mentoring and interpersonal skills.
- Will be passionate about Helena Food Share’s mission, and willing to learn.
- Will be able to self-direct, self-pace, organize and prioritize assigned tasks.
- Must have or obtain Safe Food Handling certificate.
- Will be able to work in a busy environment with frequent distractions and movement of people, product and equipment.
- Will be able to work well with others and have a sense of humor!
- Must be available to work on evenings or weekends when needed.
- Must be available to work during Helena Food Share’s peak periods/events, including our Beyond Hunger luncheon (April), the Turkey Challenge event (Friday prior to Thanksgiving), Thanksgiving and Christmas Distribution days and end of year fundraising period (Dec. 26-Jan 3). Helena Food Share allows vacation in November and December only in special circumstances.

Application Instructions

Please submit a resume of work experience and three work references to kdale@helenafoodshare.org by September 17 at 5:00 pm. This position is open until filled. Please direct inquiries or questions to Kim Dale, Program Operations Director, kdale@helenafoodshare.org, or 406-443-3663 ext. 110.