



## Helena Food Share Position Description

- Position:** Grocery Rescue Driver - Temporary
- Hours:** 10-20 hours per week, Monday – Friday  
Flexible scheduling is sometimes required for evening or weekend work.
- Compensation:** \$17.00 - \$20.00 per hour DOE. This is a non-exempt position.
- Supervision:** This position will report to the Operations Manager.

### Summary:

Helena Food Share has provided emergency and supplemental food assistance to those in the greater Helena area since 1987. Our mission is to serve 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. We pursue this mission while working toward our vision of creating a hunger-free community.

The Grocery Rescue Driver is a key member of the program team, working with the Operations Manager and Program Director to ensure that all relationships with our many contributing stores are nurtured and secure. The Grocery Rescue Driver 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.

### 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 and must obtain a Safe Food Handling Certificate.
- Works closely with other members of staff to ensure that food product is received and handled according to safe food handling practices.
- Assists Receiving Coordinator in monitoring all equipment and vehicles used in grocery rescue for maintenance and repair needs.
- Assists with events, mobile pantry and Senior Commodities distribution, and delivery of Kid Packs and Emergency Packs as necessary.
- Works with other Program staff on major food drives to ensure that all logistics of the drive are coordinated and executed as planned.
- Assists with core program work when necessary.

### Other duties as assigned

### Minimum Knowledge, Skills and Abilities

- Must have driving experience and a good driving record
- Ability 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
- Excellent customer service, mentoring, and interpersonal skills
- Ability to self-direct, self-pace, and 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
- Occasional evenings or weekends required

**Work Environment:**

HFS’ culture is one of inclusion and support. The focus is on providing food programs with dignity and respect while ensuring donor support is honored and utilized efficiently.

Helena Food Share’s work environment is made up of an office, warehouse, and retail environment; and the characteristics described here are representative of those an employee may expect to encounter while performing the essential functions of this job. This section is not an all-encompassing, but rather what one might come to expect on a regular basis.

With reasonable accommodation, this position requires the manual dexterity to sufficiently operate phones, computers, and other office equipment. This person must be able to communicate clearly and accurately to convey information using the English language, both verbally and in writing. The ability to hear and comprehend dialogue spoken at appropriate “dinner-table conversation” levels, and visual acuity capable of drafting, editing, reviewing, and/or comprehending materials drafted in a standard typeface size ten font or above required. Must be capable of sitting and standing for extended periods of time, as well as be able to intermittently push, pull, or lift 40+lbs. of force.

Occasional exposure to adverse working conditions, including the performance of work in cramped and/or awkward positions, and exposure to safety hazards, loud noise, traffic, and inclement weather conditions is possible.

**Schedule:** This is a non-exempt, hourly position with a standard 10- to 20-hour work week, Monday-Friday, typically between the hours of 7:45 a.m. and 12:45 p.m. Occasional weekends or evenings may be required. This position is temporary with an expected completion date of January 31, 2026.

**Salary and Benefits:** The salary range for this position is \$17.00 to \$20.00 per hour, depending on experience.

**Equal Opportunity Employer Statement:**

The HFS Board and Executive Director will not discriminate against any applicant, candidate or employee in a manner that violates the law. HFS is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation or any other characteristics protected under state and federal law. Each person is evaluated on the basis of skill and merit. HFS policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, training, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, and termination.

**Application Instructions:**

A complete application must include a cover letter, resume, and three professional references submitted electronically to [hire@helenafoodshare.org](mailto:hire@helenafoodshare.org). Direct any questions to Regan Wilde at 406-443-3663 ext 105. The position is open until filled; applications reviewed on an ongoing basis.

Please address the following questions in your cover letter:

- How do your experience qualifies you for the specific areas of responsibility in this role?
- Below are Helena Food Share's philosophy statements. Please share how these statements resonate with you and why.
  - o We believe no one should go hungry.
  - o We believe access to food is a basic human right.
  - o We believe nutritious food is a building block for healthy communities.
  - o We believe in handling food respectfully and eliminating food waste.
  - o We believe in the spirit of human kindness.
  - o We believe that by working together, we accomplish more.
  - o We believe every gift is significant.
  - o We believe by sharing food, we share hope.