Helena Food Share Position Description

Position:	Operations Assistant - Part-time Temporary
Hours:	20 hours per week, Monday – Friday Occasional evening or weekend work is required.
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 Operations Assistant works with the operations team to oversee all incoming and outgoing product. This includes receiving product from partnering sites, assisting with programmatic and kitchen operations, managing vehicle maintenance and cleanliness, stepping in to various volunteer positions when needed, and completing all work with food safety and customer service as a priority.

Responsibilities:

- Operate warehouse equipment and vehicles safely and proficiently
- Oversee movement of food in and out of the warehouse for all programs
- Receive grocery store rescue, walk-in donations, food drive donations, and large shipments of product
- Assist with managing and receiving off-site food drives
- Drive a box truck on a daily grocery rescue route in all weather conditions
- Assist Operations Manager with daily market tasks and customer service
- Follow all Food Safety and Warehouse regulations
- Unload and inspect deliveries of purchased and donated product
- Manage volunteers that are assigned warehouse or grocery rescue tasks
- Provide back-up and assist with other program or kitchen team functions when needed
- Clean and organize walk-in freezer and cooler units on a regular basis

Other duties as assigned

Minimum Knowledge, Skills and Abilities

- A commitment to eliminating hunger and its root causes
- Ability to operate, or learn how to operate, manual pallet jacks, electric pallet jacks, forklifts, and vehicles
- Ability to manage multiple projects with attention to detail, handle interruptions, maintain focus on tasks and produce accurate work
- Ability to obtain required certification relating to food handling and equipment usage
- Ability to both work independently and as part of a team; comfortable working in an office environment and offsite

- Willingness to innovate, problem solve and seek creative solutions
- Must be able to lift, push, or pull up to 50 lbs
- Successful completion of criminal background and motor vehicle record checks prior to employment

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 75+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 20-hour work week, with a standard schedule of 10:00 a.m. to 2:00 p.m. Monday through Friday. Meetings, special events or heavy workloads will, at times, require you to work outside regular work hours. Occasional weekends are required.

Salary and Benefits:

The salary for this position is $19.00 - $21.00 per hour. Compensation also includes paid holidays, annual leave, sick leave, and health insurance premium payments to an employer-sponsored health insurance plan.

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 hiring@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 skills and experience qualify 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.
    - We believe no one should go hungry.
    - We believe access to food is a basic human right.
    - We believe nutritious food is a building block for healthy communities.
    - We believe in handling food respectfully and eliminating food waste.
    - We believe in the spirit of human kindness.
    - We believe that by working together, we accomplish more.
    - We believe every gift is significant.
    - We believe by sharing food, we share hope.