

Community Connection of Northeast Oregon, Inc.
Position Description
FOOD BANK PROGRAM ASSISTANT
Salary Range 4 (\$14.68 - \$19.25 per hour)

Position Classification	
Salary	
Hourly -----X	
Overtime Exempt	
Overtime Non-Exempt --X	
Safety Sensitive	

General Statement of Duties

The Food Bank Program Assistant will receive donations of food and products from various donors, organize donated food and products and assist with distribution to the public through the Wallowa County Community Connection food bank in a safe, timely, accurate and equitable manner.

Supervision Received

Works under the general supervision of the County Manager

Supervision Exercised

There are no supervisory responsibilities in this position.

Typical Examples of Duties (Any one position will not usually involve all the duties listed, and many positions involve duties which are not listed.)

1. Collect Fresh Alliance food and products from donors for transport to the Enterprise Senior Center.
2. Accept donations of food and products that are brought to the Senior Center and process according to policy.
3. Load, unload and store all received food and products in a safe manner.
4. Inventory all received food and products; label if necessary. Keep accurate inventory records on all received food and products and products being distributed.
5. Organize food and products to simplify distribution to clients which requires lifting, carrying, pulling, pushing, reaching, manipulating boxes, bending, stooping, and standing.
6. Assist Fresh Alliance sites with food and products distribution to the public in an efficient and friendly manner.
7. Maintain an organized, clean and efficient storeroom. Maintain, service and

clean all warehouse equipment, floors, and surrounding areas. Remove trash, recycle cardboard, sweep, mop, and shovel snow as required.

8. Monitor cooler/freezer temperatures. Report any problems to supervisor immediately.
9. Inform County Manager of any and all changes, problem areas or successes within the receipt and distribution of food and products.
10. Other duties as assigned.

Required Education, Training, and Skills

~ High School Diploma or GED; must have a valid Oregon Driver's License and an acceptable driving record.

~ Must have basic math skills; good communication skills in English (both verbal and written); ability to work pleasantly with the public and other staff members and possess good customer service skills. Ability to follow written and oral instructions and accept supervision on a daily basis. Must have the ability to lift up to 50 pounds (somewhat on a continuous basis) and be able to organize and complete tasks in a timely manner.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
