

COMMUNITY CONNECTION JOB OPENING

POSITION: Food Bank Program Assistant

LOCATION: Community Connection of Northeast Oregon, Inc.
Enterprise Location
702 NW First Street
Enterprise, Oregon 97828

CLOSES: Open Until Filled

Are you passionate about helping others and ensuring everyone has access to nutritious food? Do you enjoy working in a dynamic, hands-on environment? Community Connection of Wallowa County is looking for a dedicated Food Bank Program Assistant to join our team and make a real impact in the community! As a crucial part of our mission to provide food to those in need, this individual will handle everything from receiving and organizing donations to assisting with their distribution, ensuring everything is done safely, accurately, and fairly.

This position is part-time at 11-19 hours per week, and a pay range of \$14.68 - \$19.25/hour, and includes sick leave.

Position Duties Include:

- **Collect and Transport:** Gather Fresh Alliance food and products from donors and bring them to the Enterprise Senior Center.
- **Accept and Process Donations:** Receive food and products at the Senior Center, process them according to policy, and keep accurate inventory records.
- **Storage and Organization:** Safely load, unload, and store all donations, and organize them for easy distribution to clients.
- **Assist with Distribution:** Help distribute food and products to the public efficiently and with a friendly demeanor.
- **Maintain Cleanliness:** Keep the storeroom and warehouse equipment clean and organized, including tasks like sweeping, mopping, recycling cardboard, and shoveling snow.

Successful Applicant will be subject to a pre-employment drug test and criminal history background check. Complete job description and application are available online at <https://ccno.org>, or the Oregon Worksource Office.

Please submit the following to be considered for this position:

- a completed application

All applicant materials must be returned:

- in person
- by mail to Community Connection Administration Office, ATTN: HR Department, 2802 Adams Ave. La Grande, OR. 97850
- e-mailed directly to jobs@ccno.org.
- OR in person at Worksource Office.

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*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](mailto:jobs@ccno.org) or you may call us at 541-963-3186.*