

JOB DESCRIPTION

Title: Food Network Assistant	Supervisor: Director of Program Services	Salary: \$12.00 - \$13.00
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Duties and responsibilities shall include:

1. Effectively assisting the Food Network Coordinator in carrying out the duties necessary to fully support and operate the Schuylkill Food Network. Duties include: assisting volunteers; facilitating the delivering and packing of food commodities, procuring and delivering salvage foods/in kind donations, performing food and equipment inventory control, and client relations.
2. Operating the Food Network truck in support of agency needs and using the truck to enhance emergency feeding operations for Schuylkill County residents in need.
3. Assisting at the Pottsville Area Food Pantry in a coordinator role and assuming similar coordinator responsibilities at food pantries that temporarily lack volunteer coordinators.
4. Contributing to the development and improvement of agency programs through participation in agency initiatives intended to promote individual and family development, as an active member of the Program Services Staff.
5. Facilitating comprehensive intake activities for SCA direct service programs as needed. This process shall include verification of required income documentation, completion of appropriate application forms, and completion of client characteristic information necessary for program reporting.
6. Procuring items to stock SCA's emergency food pantry and maintaining an organized area for use by case management team.

Required Licenses, Certificates, or Knowledge: High school diploma or equivalent, valid PA Driver's License, and good oral and written communication skills.

Working Conditions: Standard working hours are Monday through Friday from 8:00 am to 4:00 pm, however these hours are subject to change as needed. Some weekend hours are required. Part-time hours will average 24 hours per week.

Physical Demands: Lifting and moving a minimum of forty pounds.

Safety Hazards of the Job: None known.

This job description does not list all the duties of the job. You may be asked by the Director of Program Services and/or Executive Director to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Schuylkill Community Action has the right to revise this job description at any time.

Signature

Date