

**The Salvation Army
Vancouver, Washington**

- Job Title: **Food Program Assistant**
- Hiring Agent: WorkSource
- Host Agency: The Salvation Army
- Funding Source: CDBG
- Status: FTE/PTE (25 hours per week minimum)
- Pay Rate: TBD

Job Description: The primary role of this job is to support both the food pantry and warehouse in all aspects of the food program operation. Individuals should be in good physical condition, capable of lifting 50+ pounds, and must be able to follow both written and oral instructions. Must have a valid driver's license and insurance and be willing to participate in The Salvation Army drivers' test requirements.

Pantry and Warehouse Duties

- Participate in all aspects of the food pantry and warehouse operations.
- Learn proper use of warehouse equipment and acquire certifications as needed.
- Keep all shelf stable food sorted, stocked, and organized on pantry shelves in a safe and organized fashion.
- Organize and rotate all freezer goods.
- Rotate stock as appropriate and necessary.
- Defrost freezers as needed.
- Work cooperatively and constructively with staff and volunteers.
- Prepare bulk food supplies in family size packs when necessary.
- Never open and divide canned goods.
- Rotate all bread and pastry items daily and upon receipt of new product.
- Assist with unloading deliveries.
- Attend staff meetings as requested.
- Agree to sign any pertinent policy and procedure documents furnished by
- The Salvation Army.

Other duties

- Seasonal duties may include a variety of tasks related to the collection and distribution of food and toys for the holidays.
- Some duties may be requested or assigned within the employee's capabilities and what is found to be moral, ethical, and legal for both employee and employer.

Physical Capabilities Required

- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
- Ability to operate a complex multi-faceted telephone system.
- Ability to operate a desktop and/or laptop computer.
- Ability to lift up to 50 lbs.
- Ability to access and produce information from a computer.
- Ability to understand oral and written information.
- Ability to walk, sit, stand, and bend intermittently and/or continuously.
- Ability to exercise good hand eye coordination (using hand to hand, hand to finger, hand to object).
- Ability to hear and speak clearly.
- Ability to see clearly both up close and at a distance.
- Ability to work independently with minimal supervision.

A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Revised: July 2022