

## **Food Bank Position Description**

**The Food Bank Network of the San Luis Valley** endeavors to meet the immediate needs of and to empower people to live independently with dignity. Toward this end we provide emergency food packages in 13 San Luis Valley communities, seek to understand the roots of hunger and malnutrition and the solutions, and educate San Luis Valley communities about hunger needs and responses.

### **Key Responsibilities and Duties:**

- ❖ Receive and record foods donated to the food bank.
  - Pick up food from donors when necessary.
  - Daily trips to Safeway.
  - Deliver food to other agencies as well as satellite food pantries in valley when needed.
  - Bag bulk food items when needed.
- ❖ Conduct intake interviews and process clients to receive food.
  - File client paperwork and tracking statistical information and recording in a computer database.
- ❖ Assist other food bank personnel with maintenance and cleanliness of building and all associated equipment.
- ❖ Mark food items and stock shelves for distribution as needed. Conduct inventories as needed.
  - Operate a pallet jack and forklift at the storage facility.
- ❖ Assist with the distribution of USDA commodity foods to low income residents of Alamosa County.
- ❖ Answering phones and taking messages...always identifying yourself by name.
- ❖ Prepare and present appropriate health, nutrition, and fitness talks or programs for local schools, service organizations, or church groups as needed.
- ❖ Assist with directing, supervising, and instruction of community volunteers assigned to work at the food bank.
- ❖ Perform any other appropriate duties as the director may require ensuring harmonious and efficient operation of the food bank system.

### **Skills Necessary:**

- ❖ The willingness to work as a team – flexibility and a can do attitude.
- ❖ Basic computer skills.
- ❖ Ability to lift 50 lbs. on a regular basis.
- ❖ People skills

### **Skills helpful:**

- ❖ The ability to speak Spanish...any knowledge in useful.
- ❖ Operating a forklift and pallet jack.

**Training:** TBA as needed or requested

**Supervisor:** Molly Hilligoss 913 State Ave 589-3499