



ALL PEOPLES COMMUNITY CENTER

Date of Announcement: August 15, 2022
Agency: All Peoples Community Center
Job Title: Food Program Site Supervisor
Salary Range: \$17.50 per hour DOE (40 Hrs/wk)
Must be able to work Saturdays
Closing Date: Open untill filled
Start Date: September 1, 2022
Send Resume: Capri Downs
jobs@allpeoplescc.org

The Food Program Site Supervisor is responsible for the overall operation of the food program, under the direct supervision of the Food Security Coordinator.

DUTIES AND RESPONSIBILITIES

- Place food order on Fridays for pick-up on Tuesdays
- Maintain the food pantry and storage area in a safe, orderly and sanitary condition
- Maintain the East Side Kitchen in an orderly and sanitary condition
- Maintain current inventory of all food in the pantry
- Maintain and set up client files in an orderly fashion
- In-put clients data into the Data Collection System
- Supervise and work with all the food program volunteers
- Help with the unloading of the food from the vehicles
- Store all the food in the proper areas according the Food Bank Regulations
- Send inventory report to Regional Food Bank on the 5th working day of each month
- Serve as liaison between All Peoples CC & the Regional Food Bank
- Other related duties as assigned

QUALIFICATIONS AND EXPERIENCE

Education/Experience:

- Three years experience working in a warehouse, food pantry or related field
- Computer knowledge/Data entry required
- AA degree or 2 years of college
- Good communication skills, oral and written
- Required Bilingual (Spanish and English)
- Must have Valid CDL and Insurance to drive agency van
- Ability to work with persons from diverse ethnic groups and various socioeconomic levels

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee is frequently required to sit and stand and to walk or to climb stairs. Employee is required to lift, handle and feel objects and equipment. In addition, employee must be able to reach with hands and arms. Employee must be able to speak, hear and see.

Employee must be able to lift and/or move object up to 40 pounds. Employee must occasionally push or pull objects up to 40 pounds.
