**Title:** Food Bank In-Take Specialist

**Supervisor:** Food Bank Coordinator

**Goal of Position:** To provide a welcoming, professional, compassionate Food Bank experience for staff, volunteers, and clients, allowing for a positive environment that will allow clients to access food while connecting with community resources and learning about nutrition education.

**Duties:** The Food Bank In-Take Specialist will greet each client as they enter the Food Bank and check them into Centerstone’s Food Bank database, verifying confidential client information and registering new clients.

**Length of Commitment:** Minimum of 3 months

**Estimated hours:** 4 hours/week (except Tuesdays which is 3 hours/week)

**Schedule:** Tuesday 1-4, Wednesday 12-4, Thursday 9-1, Friday 9-1

**Worksite:** Centerstone Food Bank

**Requirements:**

* Ability to work positively and compassionately with people from a variety of backgrounds, experiences and skill levels
* Fine attention to detail
* Ability to follow directions
* Moderate computer skills
* A team player
* Age 18 +
* Must pass a Washington State Patrol Background check

**Desired Qualifications:**

* Multilingual a plus (especially Chinese, Vietnamese, Somali, and Spanish speaking)

**Benefits:** Food Bank In-Take Specialists will work in a fast-paced, lively environment and gain experience in working with diverse populations. They will receive training on Food Bank operations and work closely with Food Bank staff to provide great customer service to our clients.