



Department

Operations

Team

Food Bank

Title

Food Bank Assistant

Employment

Part-time

Reports To

Food Bank Coordinator

Supervises

Food Bank Volunteers

Salary/Wage

- Nonexempt
- Hourly
- \$18.00

Benefits

- Annual sick leave accrual
- Pro-rated holiday pay
- Medical/Dental/Vision

Mission

Byrd Barr Place is committed to helping people help themselves. We nurture a more equitable Seattle by providing programs and advocacy that enable people to live healthier, prosperous lives. Together, we're fostering a stronger, more vibrant city, where all people have the opportunity to build a good life.

Job Description

This position is an opportunity to directly assist and build community with those facing food insecurity in the Seattle area. You will work alongside volunteers and staff daily, helping to unload deliveries, check clients in, hand out food and other Important resources while providing outstanding customer service. This position requires a strong passion for community service and empathy and understanding of food insecurity and its causes. This is a part time position, 20 hours a week. Monday- Thursday

Responsibilities

- Responsible for setting up and breaking down food bank distribution site, restocking food options and directly serving clients from diverse backgrounds and cultures 3 days a week.
- Assist with ongoing inventory management, including weekly food orders, deliveries and donation pick-ups, rotation of inventory, packaging, and processing



- Assist with program data collection and recording
- Ensure safe, healthy, inclusive customer service-oriented food bank environment
- Maintain and adhere to all Local, State, and Federal Guidelines and Regulations related to safety, sanitation, and food service
- Participate in periodic program evaluation
- Provide optimal delivery of services to food bank customers

Minimum Qualifications

- Ability to communicate effectively with persons of diverse social, economic, cultural, age and racial backgrounds
- Ability to problem solve and resolve conflict and mediate issues as they arise
- Ability to execute multiple projects with attention to detail, ability to handle interruptions and maintain focus on prioritized tasks
- Ability to keep collect and record data accurately
- Ability to obtain food safety certification
- Ability to operate power jack, vehicle and other machinery in safe manner
- Ability to lift at least 50 pounds
- Excellent oral and written communication skills
- High School Diploma or GED
- Must pass background check
- Proven interest in community issues related to hunger and poverty
- Valid Washington State Driver's License

Preferred Qualifications

- Strong customer service skills
- Experience training and working alongside volunteers
- Experience working or volunteering In Food Banks or other social services
- Bi-lingual
- Experience working in and passion for local food systems, food sovereignty and knowledge of food access barriers In Seattle
- Sense of humor and empathy
- Proven success building community partnerships