



**Byrd Barr Place
Market Assistant - Temporary Position**

Job Description

Department: Food Bank

Position Title: Market Operations Assistant – Temporary Position

Reports to: Director of Operations

Staff Supervision: No

Salary/Wage: Full-time, non-exempt: \$20.00-22.00/hour

Hours: 8-5pm Monday –Thursday, 9-12pm Fridays, with flexibility to work remotely on Fridays at Manager discretion

Temporary Position: May – August 2023

About Byrd Barr Place: We envision abundant communities where all prosper. Our mission is to create a more equitable Seattle through innovative programs and advocacy that empower people to live healthier and more prosperous lives. Byrd Barr Place provides services to a range of clients with a focus on individuals, families, and communities impacted by low-income status, poverty and/or home instability. As an organization, we are creating a community hub dedicated to preserving Black Washingtonian history, serving the community as it exists today with essential services, and partnering with others to advocate for systemic change.

Benefits: Temporary employees are eligible for paid sick leave and holidays but not for any other benefits.

General Role Description:

This is a full-time temporary position to support our Market Team.

The Market Operations Assistant is responsible for helping operate the Byrd Barr Place food program, including the Market and direct home delivery. The Market Assistant facilitates program operations to ensure every interaction with our clients, staff, and volunteers accurately reflects the mission of Byrd Barr Place. This position is accountable to serve our clients in a hospitable, efficient, safe, and respectful manner.

Operations

- Supervise food deliveries and distribution including tracking, rotation, deliveries, distribution, ordering and inventory management.
- Maintain good vendor relationships with food providers, properly tracking invoices, food weight and inventory controls
- Conduct weekly waste reporting and a detailed facility safety and cleanliness inspection.
- Ensure a safe, sanitary, and healthy environment, setting the standard in safety compliance and routinely monitoring the Market facilities for compliance.
- Work in partnership with the Market Operations Coordinator to ensure sufficient staffing for delivery, market days, and other food distribution mechanisms.

Administration

- Maintain and adhere to all local, State, and Federal guidelines and regulations pertaining to safety, sanitation, and food service.
- Support Market Coordinator by entering timely and accurate records for weekly food donations and distribution, seeking support and assistance where needed.

Minimum Qualifications

- Excellent oral and written communication skills.
- Ability to work independently and as part of a team.
- Energy, enthusiasm and ability to consistently greet clients and peers in a positive manner.
- Ability to communicate effectively with people of diverse social, economic, cultural, age and racial backgrounds.
- Proven interest in community organizing, community food systems, and hunger/poverty issues.
- Ability to keep accurate records and to accurately track data.
- Ability to manage multiple projects with diligence; ability to manage interruptions, maintain focus on tasks and produce accurate work.
- Ability to operate power jack and other machinery in a safe manner.
- Ability to lift at least fifty pounds.
- Must have or be able to obtain Washington state food workers card
- Valid Washington State Driver's License.
- Must be able to pass background check.

Preferred Qualifications

- 2-4 years of experience managing social service or community outreach and organizing programs.
- Proficiency with Microsoft Windows and Office environment (Word, Excel, Access, Outlook) and standard office equipment.
- Ability to establish and maintain effective working relationships with diverse stakeholders.
- Proven success building community partnerships.
- Strong problem-solving skills.