

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and /or ability required. The physical requirements and work environment described is representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate's or Bachelor's Degree preferred
- One to three years' experience in volunteer services, education or customer service.
- Experience working / volunteering in a food pantry or non-profit organization is a plus.
- Willingness to work in warehouse environment.
- Excellent organization, communication and people skills are required.
- Pleasant, helpful and compassionate attitude.
- Ability to communicate and instruct persons of varying age, race, cultural and socioeconomic backgrounds.
- Excellent recordkeeping skills.
- Ability to supervise others in a work environment.
- Strong attention to detail, ability to set priorities, effective time management.
- Experience in Sign Up Genius, Constant Contact, Apricot/Social Solutions, Microsoft Office software including Word, Excel and Outlook preferred.

PHYSICAL REQUIREMENTS AND ENVIRONMENT:

The position requires the ability to occasionally lift up to 50 pounds. The employee sits at a desk one hour or more in a given day and stands and walks frequently. The employee is required to reach with both hands and arms, along with occasional stooping, kneeling or crouching. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus. Functions can take place either inside with optimal lighting or outside during daylight or night time hours.

Casual attire is recommended. Rubber soled, closed toed shoes only (no open toes or sandals) when working in the Distribution Center. Business casual attire will be required on occasion.

EOE