

LANCASTER COUNTY FOOD HUB
812 North Queen Street
Lancaster, PA 17603

Position Title: Food Hub Distribution Assistant

Reports To: Food Hub Manager

Status: Non-exempt, Full Time

JOB SUMMARY: This position exists to coordinate the operation of Lancaster County Food Hub's morning food distribution. Work hours are 7:30 AM to 4:30 PM, Monday through Friday for 40 hours per week.

The applicant must have positive energy, exceptional people skills, an attitude of service, and represent the Lancaster County Food Hub in a professional manner when interacting with clients, volunteers, staff, community partners and other constituents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist volunteers working during program hours with tasks related to the daily food distribution.
2. Monitor food supplies being distributed keeping food items stocked for distribution.
3. Coordinate with Food Hub staff (Assistant Food Hub Manager, Warehouse Coordinator or Food Hub Manager) any special dietary requests or specific food requests to accommodate client's living arrangement.
4. Receive, weigh and log incoming donations for Dock B in compliance with local, state and federal guidelines.
5. Monitor tables on Dock B for foods not taken by clients and return to appropriate locations in warehouse.
6. Maintain a consistent presence on the warehouse floor. This includes but is not limited to:
 - Distributing food to Food Hub clients.
 - Providing direction and support to Food Hub volunteers.
 - Keep food distribution area as clutter free as possible and remove any obstructions to the work flow during distribution.
7. Maintain and adhere to all local, state and federal guidelines and regulations pertaining to safety, sanitation and food service ensuring a healthy Food Hub environment.
8. Alert Food Hub staff of any requests from clients in parking lot or concerns with situations that may arise in parking lot or in warehouse.
9. Other duties as assigned.

EDUCATION, KNOWLEDGE AND COMPETENCIES:

Education and Knowledge:

- High school diploma or equivalent
- Experience working with non-profits and volunteers is a plus
- Valid Pennsylvania driver's license
- Comfort and ability to drive a small or large cargo van on the highway or in the city safely, when needed.

Core Competencies:

- Strong interpersonal and communication skills including the ability to interact well with individuals of diverse socioeconomic and cultural backgrounds.
- Ability to multi-task and maintain organization in a changing, at times hectic, environment.
- Capacity for handling delicate or difficult interpersonal situations effectively and tactfully.
- Capacity for working effectively with all people, including those experiencing mental illness.
- Willingness to proactively seek supervisory input, resources and information needed to accomplish job.

SUPERVISORY: None

MENTAL AND PHYSICAL DEMANDS, including ENVIRONMENTAL FACTORS:

- Works primarily in a warehouse setting; exposure to machinery/vehicles, noise.
- Position involves significant physical exertion on a regular basis, including heavy lifting and carrying (40lbs or more).
- Standing for most of shift.
- Walk the majority of your shift time.