

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Program Assistant/ Expeditor
DEPARTMENT: Saint Francis House
SUPERVISED BY: Saint Francis House Program Director
STATUS: Full-time / hourly / non-exempt
UPDATED: 5/11/18

Job Summary: The Program Assistant/ Expeditor is responsible for ensuring smooth operations of the Saint Francis House food pantry warehouse. The primary duties of this position include: picking up; receiving; breaking down; sorting; and stocking incoming food.

Secondary duties include working closely with the Program Assistant/ Pantry Coordinator to provide support to program activities involving volunteers and food distribution.

QUALIFICATIONS:

Competencies: Must be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect. Must be highly self-motivated and detail orientated. Must demonstrate maturity, dependability, discretion, flexibility, and strong organizational skills. Must possess the ability to prioritize duties, manage time, and courteously interact with a variety of individuals, both at the work site and in the community

Education/Experience: High School Diploma or GED; 1 year previous experience working with the public and knowledge of warehouse operations or expediting services. Must possess a valid Alaska Driver's License and good driving record. Must present current driving record prior to hire and maintain a good driving record.

Skills: Ability to: work by oneself or as part of a team; foster positive relationships with volunteers; delegate tasks. Excellent customer service and organizational skills. Possession of valid Alaska driver's license and good driving record. Should have a working knowledge of basic computer use.

Physical Requirements: Must be at least 21 years of age. Frequently and repeatedly move boxes and other items weighing up to 60 lbs and position on shelves up to 6 feet high. Ability to operate a pallet jack, dolly, hand truck, and flatbed cart, and lift gate. Must be able to drive agency vehicle safely. Limited weekend or night work to assist with special events when necessary.

Training Requirements: CPR/First Aid; De-escalation Training; HIPAA; Sexual Harassment/Discrimination; Anchorage Food Handler's Card

DUTIES & RESPONSIBILITIES:

1. Maintain a neat and orderly warehouse, pantry, and loading dock.
2. Pick up, receive, break down, and properly store incoming orders and donations.
3. Pick up all food items necessary to operate the St. Francis House Food Pantry including shopping at the Food Bank of Alaska.
4. Complete expeditor requests in a timely manner and make dump runs as necessary.
5. Build and maintain positive, appreciative relationships with donors and vendors.
6. Coordinate pick-ups and deliveries of items with the SFH Program Director, and other CSS programs. (Plan weekly schedule in advance)
7. Assist with moving large items that require two individuals.
8. Check and inspect goods received to ensure they are of accurate quantity, type, and also acceptable quality.
9. Maintain proper first in, first out rotation of food items.
10. Work with volunteers to sort and store incoming donations and orders.
11. Work with volunteers to keep pantry stocked and clean.
12. Work with and coordinate volunteer groups for special projects and service events.
13. Assist program with accurate data entry and data management
14. Assist program director with inventory, ordering, and reporting
15. Maintain the agency vehicle in good working order, performing minor maintenance as appropriate, and informing the SFH Program Director of need repairs and maintenance.
16. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____