

St. Mary's Food Bank Alliance

POSITION OPENING

TITLE: Distribution Associate 31st Avenue
DEPARTMENT: Agency Services
REPORTS TO: Agency Services Manager

PRIMARY JOB DUTIES

Position works directly with department supervisor to coordinate food distributions to agencies and individuals. Position provides clerical support, customer service and volunteer guidance. Assists with the distribution of Emergency Food Boxes.

JOB SUMMARY

1. Performs accurate data entry of documents including reports, receipting and agency orders.
2. Provides excellent customer service.
Maintains daily inventory of products needed for department.
3. Screens and processes customers in person and over the phone.
4. Maintains all work areas in a clean and sanitary condition.
5. Works with Distribution Supervisor to coordinate and complete all daily needs.
6. Trains, assists and guides agency shopping workers, agencies and customers in regards to both programs.
7. Completes daily, weekly, and monthly reports as necessary.
8. Has a thorough knowledge of inventory control, Navision/Ceres, and data base management.
9. Assists as needed with the Client Services desk and the screening and evaluation of referral clients.
10. Assists in other duties as assigned

QUALIFICATIONS

High School Diploma or GED. Minimum 1 year clerical experience Understanding of Microsoft Office software, data entry and safe food handling. High level of interpersonal skills to work effectively with others, motivate employees, and elicit work output.

Knowledge of basic math. Bi-lingual in English and Spanish. Above average oral and written communication skills. Self-started with ability to work independently and effectively with minimal supervision. Planning and organization skills. Ability to work effectively in a team environment.

Candidates interested in applying for this position should submit an internal application and/or a resume detailing their experience to Patrick Snyder.