



Kids' Food Basket

JOB DESCRIPTION

Program Assistant (Part-time)

Now Accepting Resumes

Kids' Food Basket empowers communities to attack childhood hunger so that young people can learn and live well. We began nearly 15 years ago by serving 125 kids each school day through our Sack Supper program, and have grown to serve nearly 7,500 kids each school/summer program day at 39 schools in Grand Rapids, Muskegon, and Holland. Sack Suppers are nutritious, ready-to-eat evening meals delivered right to a child's classroom or summer site, ensuring that local kids have the nutritious they need to be their best, in school and in life.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Job Responsibilities

- Assist with food and supply pickups and deliveries on a regular basis. This includes driving a Kids' Food Basket cargo van to local vendors to pick up supplies.
- Keep up on general cleanliness and appearance of facility, including organizing the warehouse, sorting donations, and cleaning general food prep areas.
- Assist with clean up from various volunteer groups daily and prepare facility for evening volunteers.
- Assist with loading and unloading products at Kids' Food Basket using a forklift and/or pallet jack.
- Will be required to frequently move and organize pallets of food and other products around the warehouse to keep an up-to-date inventory of all items.
- Make deliveries of Sack Suppers in a Kids' Food Basket vehicle as needed.
- Other duties as assigned.

General

- Participate in and assist with daily tasks of Kids' Food Basket.
- Total of 15-20 hours per week. Some weeks (including holiday weeks) could provide slightly fewer hours depending on service schedule.
- Must have a valid driver's license and feel comfortable driving a cargo van.

- **Ideal candidate can work mostly morning shifts typically ending by 2:00pm Monday-Thursday (exceptions could be permitted).**

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to effectively interact with a diverse population of volunteers from a variety of ethnic and socioeconomic backgrounds.
- Be organized with the ability to work in a fast paced, ever changing work environment.
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems and make suggestions for improvement.
- Physical requirements include a considerable amount of time moving and standing and being able to lift up to 50 lbs.
- The job entails duties off-site including local travel, exposure to heat, cold, inclement weather conditions, and standing for periods of time.
- Have a basic understanding of hunger and poverty issues in Grand Rapids.

Physical Activities

- Climbing - Ascending or descending ladders, stairs, scaffolding ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kinds of climbing required exceeds that required for ordinary locomotion.
- Stooping - Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling - Bending legs at the knee to come to a rest on knee or knees.
- Crouching - Bending the body downward and forward by bending leg and spine.
- Crawling - Moving about on hands and knees or hands and feet
- Reaching - Hand(s) and arm(s) in any direction.
- Standing - Particularly for sustained periods of time.
- Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing - Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Lifting - Rising objects from a lower to higher position of moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping - Applying pressure to an object with the fingers and palm.
- Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

- Repetitive motion - Substantial movements (motions) of the wrists, hands, and/or fingers.
- Medium work - Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The worker is required to have a visual acuity to determine accuracy, neatness, and thoroughness of the work assigned or make general observations of facilities or structures.
- The worker is subject to both environmental conditions. Activities occur inside and outside.

Education and/or Experience

High school diploma or GED required.

Compensation: \$12 per hour

Reports to: Sr. Program Manager

To be considered for the position, applicants must send cover letter and resume via email no later than **FEBRUARY 23, 2018**.

. Applications will be reviewed as they are received.

**Please include general availability in your email.
(NO CALLS PLEASE)**

Send cover letter and resume to:

Austin Roelofs
hiring@kidsfoodbasket.org