

Position Overview

Iskam Mək^hMək-Haws Program Assistant (Temporary)

Marion Polk Food Share is the regional food bank serving Marion and Polk counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is *to bring people together to end hunger and its root causes.*

The Iskam Mək^hMək-Haws (House where you get food) is the Grand Ronde community food pantry. We are a non-profit partnership between Marion Polk Food Share and the Grand Ronde Tribe. Marion Polk Food Share's Emergency Food Box program feeds hungry individuals and families on an urgent-need basis. Iskam Mək^hMək-Haws provides healthy food to alleviate hunger from families residing from Sheridan to Otis, but we will never turn someone away in need of a food box.

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
- *Value diversity and strive for inclusion*
- *Listen first and seek to understand*
- *Focus on shared goals*
- *Encourage creativity and be willing to take risks*

Statement of Purpose: To provide a welcoming and professional atmosphere to all who come into contact with Marion Polk Food Share at Iskam Mək^hMək-Haws.

Summary of Role: Welcomes visitors, volunteers and community partners to Iskam Mək^hMək Haws and provides general office support by assisting with a variety of clerical duties. Assists in the distribution and inventory management as needed.

Core Areas of Responsibility

- Welcomes callers and visitors to Iskam Mək^hMək-Haws.
- Provides clerical support to staff and volunteers as needed.
- Assists in food distribution and inventory management

- This position has no supervisory responsibilities but may provide guidance and training to new staff and/or volunteers.

Areas of Responsibility, Evaluation and Essential Functions:

- Welcomes callers and visitors to Iskam Mək^hMək-Haws.
 1. Professionally welcomes visitors, guests, volunteers and community partners to Iskam Mək^hMək-Haws and connects them to the appropriate staff or volunteer.
 2. Answers incoming phone calls, connects caller to appropriate staff and makes referrals to community agencies as needed.
 3. Shares information regarding Marion Polk Food Share's mission with visitors, guests and community members.
 4. Maintains a work environment conducive to good community partnerships and programs. Coordinates work with colleagues.
 5. Supports Marion Polk Food Share's mission and represents the agency professionally to the public.
- Provides clerical support to staff and volunteers as needed.
 1. Maintains accurate records of volunteer hours as individuals sign in and out.
 2. Assists in preparation of print materials, mailings, newsletters, etc. and provides general administrative support as needed.
 3. Accurately and efficiently processes and records food, check and cash donations.
- Assists the Pantry Manager with the oversight of food procurement, inventory management and pantry distribution.
 1. Reports, in a timely manner, all necessary statistical service data to Marion Polk Food Share. Keeps accurate and secure records utilizing Link2Feed.
 2. Communicates regularly and effectively with Food Share staff regarding food pantry successes, challenges and needs.
 3. Ensures adherence to all applicable food safety and civil rights regulations.
 4. May drive or assist volunteers with Fresh Alliance food pick-ups.
 5. Assist with set-up and take down of pantry food distributions.

Other duties as assigned¹

Education and/or Experience; Certificates/Licenses/Registrations:

- Familiarity with basic Microsoft Office software including Word, Excel and Outlook, preferred or the ability to become quickly familiar with programs utilized by MPFS.
- Prior experience providing excellent customer service preferred.
- High school diploma or equivalent completed or in progress.
- Ability to obtain Oregon Food Handler's Card and pallet jack certification within 30 days of hire and keep current.

- Ability to possess Oregon driver's license and auto insurance and acceptable driving history for the last three years is a plus, but not required.
- Must pass pre-employment drug screening that excludes THC.
- Must submit to full background check including driving record check. Depending on the position sought, a criminal conviction or arrest record does not automatically bar employment with the Food Share.

Necessary Knowledge, Skills and Abilities:

- Excellent organizational skills (six months' prior experience).
- Excellent interpersonal skills both on the phone and in person.
- Ability to work independently and as a part of a team of volunteers and staff.
- Must be able to read and possess basic math skills.
- Able to work well under pressure, with frequent interruptions and shifting priorities.
- Able to come to work on time and on a daily basis.
- Able to work in a safe, accurate, timely and efficient manner.
- Ability to multi-task is preferred.

This is a temporary position, beginning as soon as possible and ending Jan. 31, 2021, unless organizational needs change.

Job Conditions:

Work may be performed seated for prolonged periods of time in a professional office environment. Close PC, keyboard, phone and other office equipment will require constant use of hands and arms. May occasionally help set up for meetings and events. May lift, move and carry objects up to 50 pounds, such as boxes containing food, materials and other supplies. Work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work outside normal working hours, such as evenings and weekends on occasion to assist with food distributions and classes.

Title	Program Assistant (Temporary)	Department	Programs
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Starting Wage	\$15.00-\$15.75
Status	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	Hours Per Week	25
Reports to	Pantry Manager	Date of Last Revision	11/06/20
Alternate Title(s)			
Employee Signature			

Supervisor Signature	
HR Signature	

ⁱ *This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Marion Polk Food Share has the right to revise this job description at any time. The job description is not a contract for employment.*

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.