**Food Market Assistant (hourly, seasonal)**

The Food Market Assistant will support the Food Market Manager and Director with the day-to-day operations, and maintenance of the Loaves & Fishes warehouse and food distribution areas. The Food Market Assistant will support the daily activities of the organization with a focus on receiving, inventorying, stocking food items and closing duties to set up for the next morning distribution. The Food Market Assistant reports to and is supervised by the Food Market Director.

**DUTIES AND RESPONSIBILITIES**

Daily Duties

* Assist the Food Market Manager and Director to facilitate successful daily operation of the warehouse and food handling process
* Monitor the warehouse to ensure a safe and clean environment for all volunteer activities
* Train and instruct volunteers and provide effective leadership
* Engage with volunteers to ensure they have the materials needed to support their shift and have a positive experience
* Stock shelves, organize and tidy the market and warehouse, and prepare the market for distribution
* Drive for product pick-ups, when necessary

Receiving & Inventory

* Supervise incoming donations; monitor donation logs by taking weights and recording the donation
* Assist Food Market Manager and Director in inventory control of product
* Assist with disposition of pallets into and out of the racking system
* Manage distribution and rotation of inventory control for perishable products
* Ensure that shelves are stocked

Food Safety

* Understand and assist with maintenance of daily logs for all coolers, freezers, forklift, and baler
* Maintain cleaning, sanitation standards and safe food handling standards of the warehouse, food storage areas and market

**JOB REQUIREMENTS**

* Secure a state Food Service Sanitation certificate
* Forklift certification and competency: On-site training can be provided
* Driver’s license, including ability to drive larger transport vehicles with a C-license or the ability to secure a C-license
* Ability to lift 50 pounds, and full range of motion in bending, lifting and general movement
* Act in a safe manner for health and safety of self and others
* Flexibility in working hours, primarily evenings and some weekends
* Minimum of High School level education and basic competency on computer (email, Excel, data entry)
* Bilingual (English/Spanish) extremely beneficial

**TYPICAL SCHEDULE:**

Tuesday 10:00 – 6:00 pm

Wednesday 10:00 – 6:00 pm

Thursday 10:00 – 6:00 pm

Saturday 7:00 am – 3:00 pm (every other)

Wage commensurate with education and experience (starting at $17)  
Benefits available  
Send cover letter and resume to [azediker@loaves-fishes.org](mailto:azediker@loaves-fishes.org)