



UCAN Employment Opportunity

Food Recovery Associate - Douglas County Food Bank	
Food Shares	Applications accepted until: Open until filled
Budgeted hours: 29 hours/week	Salary: \$10.25-\$14.60/hour plus Dental, Retirement and Paid Time Off Benefits

THE POSITION: The position is responsible for the receiving/weighing/transporting and recording donations received through the Fresh Alliance Program and other businesses/partners. Also daily warehouse functions of accepting, storing, and delivering product.

Essential Functions of the Job: Pick up donated and purchased products, promoting and maintaining friendly, positive, and courteous relationships with donors, store managers, volunteers, vendors, and the general public. Accurately count, track, weigh, and document incoming and outgoing inventory and donations within the warehouse and the Fresh Alliance Program. Ensures food safety during transport and resolves food handling problems. Loads/Unloads and organizes product in the warehouse. Sorts product and assures all materials are ready for each day's pick-ups. Help to maintain an extremely organized and efficient warehouse using best practices, including proper storage, stacking and temperature control for food products, keeping loading areas clean and organized and eliminating hazards. Assist with Agency Distribution as needed. Have products ready for distribution; pull and palletize USDA and agency orders; load agency vehicles; provide quality customer service to agency personnel and donors Donations/Food Drives/Special events. Assist as needed with pickup, deliveries and processing of food drives, donations, and special events. Support events as needed. Provide support to agency volunteers, ensuring safety in lifting and warehouse work. Cross-train with other Food Bank personnel to learn additional skills and to be able to cover during co-worker absences. Actively attend and participate in all Food Bank Team activities and Agency-wide activities.

MINIMUM QUALIFICATIONS: One year work-related experience, including at least 6 months of building, growing, and maintaining in-person customer relationships. Computerized inventory experience a plus. At time of appointment, must possess Oregon driver's license. Must become certified to operate forklifts. Ability to obtain ServSafe for Food Banking certificate within 1 month from date of hire.

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-3 days for delivery and longer for out of state.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Basic understanding of warehouse operations; knowledge of customer service; and food Safety Knowledge. **Skill in:** Safe operation of equipment which includes forklift, pallet jack, box truck; use of automated equipment and systems. **Ability to:** Communicate effectively in both oral and written forms; perform several tasks simultaneously; good organizational skills; work within a team structure; make decisions independently in accordance with established policies, perform basic computer functions, prepare written reports in a timely manner and maintain inventory control records., perform basic math functions, perform strenuous and repetitive activity, maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, volunteers, community agencies, partners, clients and the public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, keyboarding, carrying and lifting up to 60 pounds, pushing, pulling, reaching, stooping, standing, and walking. The job is typically performed under reasonably good working conditions of dust, dirt, heat, cold, and water. Work requires continuous mental and/or visual attention and is performed in a safety conscious manner at all times.

APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

541-492-3913 FAX 541-492-3921

Application on website: www.ucan.org EQUAL OPPORTUNITY EMPLOYER & PROVIDER

UCAN – Creating solutions to poverty! Improving lives in our community!