



Position: Food Program Assistant

Exempt/Non-Exempt: Non-Exempt

Hours/Week: 40

Hourly Wage Range: \$23.50 - \$24.50

Reports To: Food Program Manager

About Valley Outreach: Everybody needs help sometimes. Valley Outreach offers people a wide range of support – whether they need food, clothing, or help navigating resources during challenging times. Our programs include a food shelf, clothing program, and client support services. Our volunteers, donors, and partners are critical to the success of the mission of Valley Outreach. When we work together, we can help our neighbors find a place of stability.

Position Summary: The Food Program Assistant supports the daily operations of the food program. Working closely with the Warehouse Coordinator and Food Shelf Coordinator, this role helps ensure efficient, safe, and client-centered distribution of food. The Food Program Assistant must demonstrate a strong commitment to serving individuals and families experiencing food insecurity.

Valley Outreach offers a competitive benefits package, including a low-deductible medical and dental plan (with 90% of the premium paid by the organization), and a low-cost vision insurance plan. Valley Outreach also provides a Simple IRA, a flexible spending account, an employee assistance program, and PTO in addition to paid holidays.

Essential Duties & Responsibilities

Warehouse & Food Shelf Operations

- Assist in receiving daily food deliveries, including food rescue, purchased products, and donations.
- Unload trucks and stock the warehouse and food shelf, ensuring timely movement of products to clients.
- Sort, store, and organize incoming food according to FIFO (first in, first out) and all food safety requirements.
- Maintain a clean and safe environment, including the regular use of cleaning equipment.
- Dispose of food and product waste responsibly, following compost, trash, and recycling guidelines.

Food Rescue Transport

- Drive the organization's box truck to local grocery store partners to pick up food rescue donations as needed.
- Ensure all food safety standards and processes are followed by food rescue volunteers and partners.
- Foster positive relationships with managers and staff at food rescue partner stores.

Volunteer Support

- Assist with training new volunteers and fill in for volunteer roles as needed.
- Assist with training of large volunteer groups.
- Collaborate with the Volunteer Manager to address and resolve volunteer-related questions or concerns.

Donations & Clothing

- Collaborate with the StyleXchange Manager and volunteers to ensure the clothing donation and sorting area is organized and safe.
- Receive and record donations; greet donors, express appreciation, and provide receipts.

- Train and support Donation Attendant and Clothing Sorting volunteers as needed.

Communication & Staff Engagement

- Maintain effective communication with team members through email, Microsoft Teams, and regular meetings.
- Participate in staff training opportunities and relevant professional development to enhance skills and knowledge.

Other Duties as Assigned

Expectations and Work Experience

- Ability to work in a fast-paced environment, shifting gears quickly, easily, and thoughtfully.
- Ability and willingness to drive a box truck as needed (no certification or special license required).
- Commitment to racial equity and social justice and willingness to be actively engaged in ongoing equity work.
- Ability to be flexible and to collaborate effectively, building strong, productive relationships as part of a team.
- Strong understanding of working with individuals of different ages, races, and socio-economic backgrounds.
- High level of personal and professional integrity.
- General computer proficiency; working knowledge of Microsoft Office programs is preferred.

Physical Requirements

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to work inside an industrial freezer, as needed, stocking and organizing food.
- Ability to maintain regular, punctual attendance.
- Ability to load and unload boxes and bags daily, use a pallet jack and other warehouse equipment, lift up to 50 pounds regularly, and remain standing for long periods of time.
- Valid driver's license and good driving record. Personal vehicle required.
- Ability to work a flexible schedule that will include some evening hours.

Application Process

To apply for this position: Please submit a resume and cover letter to jobs@valleyoutreachmn.org and place *Food Program Assistant* in the subject line.

Please note – we will only be responding to qualified applicants.

The hiring process will include:

- Review of application materials (please include your phone number and email address).
- Phone screening for candidates who most closely meet the requirements of the position.
- In-person interview with key team members; a second conversation if needed.