



## FOOD BANK ASSISTANT

Food bank assistant provides support to Eloise Cooking Pot and the food bank manager. On a daily basis, the food bank assistant will help organize and clean the food bank, assist clients, organize incoming and outgoing deliveries, and check in clients.

### **Responsibilities, includes but does not limit to:**

- Checking in clients in the computer during service hours.
- Helping prepare food for deliveries
- Bagging and boxing food
- Serving clients
- Sorting food, cleaning building, bagging and shelving food, unloading food deliveries,
- Delivering food to homeless and disabled clients
- Picking up and unloading donations

### **Qualifications:**

- High School diploma or the equivalent
- Computer literate.
- Ability to communicate effectively both verbally and in writing.
- Ability to give and/or provide to volunteers & take direction from the Food Bank Manager.
- Ability to Lift 50 pounds
- Must have valid driver's license

**Benefits:** \$18-25 an hour DOE. Medical, Dental, vision, 2 week vacation, sick time, 403 retirement, 15 holidays, bonuses, uber, and cell phone credit. Must have flexible schedule and be available up to 40 hours a week. Must have a valid driver's license and be insurance and able to pass a drug test. Previous experience is a plus. Please provide a cover letter outlining work experience and wage preference. This job is a FULL TIME, EXEMPT Position. Please submit a cover letter, resume, and wage requirements to [info@themadfseattle.org](mailto:info@themadfseattle.org).

Eloise Cooking Pot Food Bank is a program of making a Difference Foundation. MADF is an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. To learn more about the organization please visit [www.themadf.org](http://www.themadf.org).