



AmeriCorps Summer Associate VISTA program

The Eloise's Cooping Pot AmericCorp Vista Food Bank Assistant will directly interact with clients of the food bank through intake process, assisting with their shopping experience, and helping with food box pickups. The Assistant will also help with program-related tasks to include stocking shelves with food, rotating stock, and keeping the food bank clean, ensuring clients have a good experience during their visit. Some associates will be involved with food delivery as well on an as-needed basis.

Responsibilities:

- Help process incoming food donations – product receiving, storage, and distribution
- Rotate food to ensure quality and freshness
- Help prepare food for deliveries
- Bagging and boxing food
- Keeping the food bank location clean and sanitized
- Intake of clients and serving clients onsite as needed
- Helping schedule deliveries with clients
- Help make deliveries to clients as needed
- Help track food deliveries made and clients served
- Assist with tracking data input into MADF's database for reporting
- Provide community outreach to provide community resources to clients to help increase their stability as needed
- Participate in training for compassionate facilitation

Qualifications:

- Must be at least 18 years of age with a high school diploma or the equivalent
- Computer literate with experience in database software and spreadsheets
- Ability to communicate effectively both verbally and in writing
- Ability to give and/or provide to volunteers and take direction from the Food Bank Manager
- Ability to Lift 50 pounds
- Ability to stand for longer periods of time at the onsite food bank location
- Must have valid driver's license
- Must be insurable and able to pass a drug test
- Must have a flexible schedule and available up to 40 hours a week
- Previous experience is a plus but not required

Benefits: This job is full time for 10 weeks through the AmeriCorps Summer Associate VISTA program. Compensation is through a bi-weekly living allowance of \$613.48 (pre-tax). Other benefits provided through the AmeriCorps program include an End-of-Service Award which is associate's choice of \$1,311 Segal AmeriCorps Education Award or \$273-345 cash stipend; service-related transportation reimbursement; high-quality training, orientation, and professional development; and unique team experience as part of United Way and AmeriCorps networks. There is no relocation reimbursement for Summer Associates members.

Please submit a cover letter, resume, and wage requirements to 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.

To learn more about the program and benefits, visit <https://www.unitedway-thurston.org/summer-associate-vista>.