



JOB TITLE: Temporary Drive Through Assistant
JOB TYPE: Part Time, 15-20 hours per week
REPORTS TO: Volunteer Manager

Ballard Food Bank's mission is to bring food and hope to our neighbors...because there can be enough for everyone. To achieve our mission, we provide access to nutritious foods through our unique grocery-model food bank, financial resources, referral and mail services that support self-sufficiency, and we advocate for food equity and justice. The Ballard Food Bank actively strives to be an anti-racist organization and promotes the values of diversity, equity and inclusion in its work.

POSITION DESCRIPTION:

The Temporary Drive Through Assistant will be a member of our small but mighty team. This person will organize the operations to set up and run our drive through food distribution here at the food bank, working primarily work with our operations staff and volunteers to ensure that all areas of the drive through distribution are operational.. The temporary drive through assistant will work with the food bank staff to help monitor inventory levels and ensure the food bank drive through is stocked and replenished accordingly.

DUTIES & RESPONSIBILITIES:

- Work with Volunteer Manager to set menu for drive through
- Work with Volunteer Manager to ensure coverage of drive through from set-up, delivery, and clean-up
- Maintain clean, safe environment throughout drive through
- With help from warehouse staff and volunteers, stock drive through distribution line
- Use proper food handling guidelines to ensure safe and healthy food is being distributed
- Coordinate the loading of client vehicles
- Coordinate proper disposal of garbage, compost, and recycling
- Provide oversight and direction to volunteers
- Other duties as assigned

QUALIFICATIONS:

- Passion for our mission, "We bring food and hope to our neighbors because there can be enough for everyone"
- Post-secondary experience (Associate's degree) or related work experience preferred
- Ability to serve children, adults, and families from diverse backgrounds and cultures in a respectful manner
- Ability to work respectfully and collaborate with staff and volunteers
- Excellent conflict management skills
- Ability to maintain confidentiality

- Attention to detail and strong organizational skills
- Excellent customer service skills
- Excellent written and oral skills
- Proficiency in Spanish or another language spoken by recent immigrants to Seattle a plus
- Ability to lift 50 lbs. safely
- WA State Patrol Background Check
- Driver's license, and Washington State Food Handler's permit required
- A sense of humor.

The Right Fit for this role:

- Feels rewarded by helping others
- Operates with a deep sense of empathy, and still is able to maintain boundaries and enforce policies (ex. consistency around only dispensing mail during formal hours)
- Is mature and professional: respects confidentiality, able to de-escalate situations
- Is flexible and willing to contribute in a variety of ways to the team and organization
- Likes being part of a team and able to work independently
- Has a sense of humor and a positive attitude

Position funded through December 2020. Schedule to work Monday – Thursday during our open hours with specific hours negotiated with Assistant Director. Salary is \$18/hour.

Submit your resume:

Please submit your resume and cover letter to volunteer@ballardfoodbank.org with the subject: Drive Through Assistant