

New Beginnings Associate

I. JOB SUMMARY

The objective of this position is the effective training of all volunteers in the product recovery area, including effective coordination of all aspects of the salvage operation, inventory management as it deals with the Operations Department, quality control, and cleanliness of the product recovery area.

II. ESSENTIAL FUNCTIONS

- Supervise and train all volunteers in the product recovery area
- Conducts orientation and training of new volunteers in product recovery area
- Keeps all salvage work areas clean: removes trash and maintains cleanliness of areas involved with the product recovery operation
- Maintains supplies needed for salvage operation, including boxes, soaps, disinfectants, rags, salvage labels, in-house supplies, etc.
- Sweeping, mopping, and disposing of trash
- Operates pallet jacks, and other equipment in a safe manner
- Complies with all health regulations and other laws that govern food handling
- Works cooperatively with Senior Manager of Sourcing and Community Relations
- Contributes to team effort by accomplishing related results as needed
- Performs additional duties as assigned by the Warehouse Manager
- Performs general office duties; copying, faxing, filing, etc.
- Assists with reports as needed
- Contributes to team effort by accomplishing related results as needed.
- Evaluates existing procedures and recommends improvements to the Senior Manager of Sourcing and Community Relations
- Performs additional duties as assigned by the Chief Operations Officer

III. MINIMUM QUALIFICATIONS

- Bilingual English/Spanish
- Good people skills
- Good telephone skills
- Basic Computer knowledge preferred but not required (will train as needed)
- Ability to be flexible and adaptable
- Ability to work efficiently
- Ability to work cooperatively with agency personnel, other staff and volunteers
- Ability to present a professional demeanor under a variety of conditions
- Honesty, integrity and commitment to fighting hunger in the Rio Grande Valley.
- Must have clear understanding of and ability to articulate the mission of FBRGV
- Personal experience in community service and an understanding of the role volunteerism
- Ability to train others in various procedures
- Ability to politely be firm and decisive. Good judgment and discretion.
- Ability to manage time efficiently and to work independently with minimum supervision

- Knowledge of correct way to lift heavy items and physical ability to do so
- Orientation to detail, accuracy and the meeting of deadlines
- Possession of current Texas Class C driver's license and access to a personal vehicle. Must have a clean driving record for at least three years prior to employment.

ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- The New Beginnings Associate must be creative and enjoy working within a fast-paced environment that is mission-driven, results-driven and team oriented.
- The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- The New Beginnings Associate will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
- Knowledge of correct ways to lift heavy objects safely and physical ability to do so.
- Must be able to lift a minimum of 60 pounds.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

The Food Bank of the Rio Grande Valley, Inc. is an equal opportunity/affirmative action employer committed to cultural diversity in the workforce.

You will be evaluated in part based upon your performance of the tasks listed in this job description. The Food Bank of the Rio Grande Valley, Inc. has the right to revise this job description at any time. The job description is not a contract for employment.

Full Time Position 40 hours
8am-5pm Monday – Friday, some Saturdays.