



Operations Associates (Part-Time / Hourly)

Overview

The Operations Associates provide support to mission's daily operations and report to missions managers. Tasks include support of facilities maintenance, food pantry operations, program, and warehouse systems. This role helps ensure that all spaces are safe, organized, and functioning efficiently to serve the community.

Reports to: Mission Managers

Main Focus: Food Pantry, Property, Warehouse, and Program Support

Duties and Responsibilities

I. Food Pantry Support

- Serve as drivers to pick up food and donations from retail rescue partners and donors.
- Assist with unloading, receiving, and storing USDA, retail, and other food deliveries.
- Ensure proper storage and organization of refrigerated and frozen items before, during, and after distributions.
- Assist in documenting accurate data related to food donations.
- Help set up and break down food pantry operations (including canopies, tables, registration areas, and bagging stations), especially for Wednesday distributions.
- Prepare bagging areas and organize items for volunteers.
- Maintain cleanliness of all food pantry areas before, during, and after distributions, including breaking down and recycling cardboard boxes.
- Organize shopping carts, manage waiting lines, and support smooth client flow during distributions.
- Support volunteers to maintain clean, safe, and well-organized food storage areas that maximize space and presentation.
- Other food pantry related tasks as required by the Food Pantry Manager.

II. Warehouse Operations

- Assist in maintaining a clean, organized, and safe warehouse environment.
- Receive, process, organize, and store incoming inventory, including food, supplies, and donated items.
- Identify and assign appropriate storage locations for donations and materials.
- Track and manage inventory, including documenting storage locations and incoming goods.
- Assist with donation pickups and furniture handling as needed.
- Support basic reporting on inventory, donations, and warehouse activity.

III. Property Operations

- Property operational tasks as required by the Operations Manager may include general premises clean up, light landscaping and maintenance tasks, cleaning fleet, among other tasks.

IV. Program Support

- Program support tasks as required by the Program Manager may include room set up and break down, procuring supplies from warehouse, general clean up and maintenance, among other tasks.

Qualifications

- High school diploma or equivalent preferred
- At least 1 year of experience in operations, warehouse, or property management preferred
- Experience operating pallet jacks and/or forklifts preferred
- Basic computer skills, including Microsoft Office (especially Excel)
- Strong organizational, problem-solving, and time management skills
- Ability to safely lift and move materials up to 50 lbs
- Bilingual in English and Spanish preferred
- Demonstrates cultural competency and a compassionate approach to serving immigrant communities
- Demonstrates a strong sense of service aligned with Christian faith and values
- Must pass a background check and drug screening

Schedule & Compensation

- **Job Type:** Part-Time, Hourly
- **Schedule:** Flexible; includes some evenings and possible weekends
- **Compensation:** \$15–\$19 per hour