



## **Operations Associate 3 – PT/Hourly**

### **Overview**

The Operations Associate 3 provides assistance to the Operations Manager in the management of the operations of facilities, food pantry, and warehouse.

The Operations Associate reports to the Operations Manager

**Main Focus:** Food Pantry, warehouse, and indoor operations support.

### **Duties and Responsibilities:**

#### **I. Food Pantry Support**

- Assist with unloading and storage of USDA deliveries and others.
- Assists with the proper storage and organization of refrigerated and frozen food items prior, during, and after food pantry distributions.
- Helps with setup and break down during Tuesday and Wednesday food pantry, setting up and breaking down canopies and registration stations.
- Prepare bagging areas and items for volunteers.
- Ensures cleanliness of food pantry areas before, during, after food pantry distributions. This includes breaking down and recycling card board boxes.
- Supervises volunteers to ensure the food storage area is clean and organized to maximize the use of space, safety, and presentation.

#### **II. Warehouse**

- Supervises volunteers to ensure the organization and cleanliness of warehouse space for maximum capacity use.
- Performs warehouse duties such as receiving and processing incoming stock and materials, managing, organizing and retrieving stock and other.
- Identifies proper storage locations for food, materials and furniture donations.
- Documents and manages warehouse inventory and locations.
- Creates data reports of receipts of donations and other items.
- Asista with donation and furniture pick-ups.

#### **III. Maintenance**

- Performs routine maintenance tasks such as A/C filter replacement and AC/drain cleaning, replacement of lightbulbs, and other tasks as assigned by the Operations Manager.

Some evenings and weekend work may be required.

**Qualifications:**

- High School diploma or equivalent is preferred.
- 1+ years of experience in property operations.
- Proficiency with Microsoft Office: especially Excel.
- Mathematical and analytical skills needed.
- 1+ years of experience using pallet jacks and forklift.
- Organizational and process development skills.
- Bi-Lingual, fluency in both Spanish and English preferred.
- Wholesome understanding of Latinx culture and compassionate approach to the needs of immigrant community.
- Passing of background check and drug screening required.

**Job Type:** Part Time, Hourly

**Schedule:** Flexible, some evenings required; weekend work may be required.

**Benefits:**

- Compensation: Hourly (\$12 - \$16 per hour)