



**Manna Food Center seeks School Based Programs Clerk – To apply, submit resume and cover letter to [jobs@mannafood.org](mailto:jobs@mannafood.org) by August 31, 2019**

### **Manna Food Center Job Description – School Based Programs Clerk**

<b>Reports to</b>	Director of Logistics
<b>Direct Reports</b>	None.
<b>Full-Time/Part-Time</b>	FT, M-F 8-4pm

Job summary - This position is part of a team that offers food service to eligible MCPS students and their families and community members in need. Fulfills inventory needs for school based distributions including Smart Sacks and Pantries and program inventory management. Serves as a backup driver if needed to ensure food collection and deliveries are handled safely and efficiently. Supports warehouse and food distribution activities.

#### **Summary of essential job functions**

- Serves as main point of contact with Smart Sacks partners and School pantries to schedule regular Smart Sacks partner food pickups and deliveries by a Manna Driver.
- Prepares inventory logs and stages pallets in advance of Smart Sacks/School Pantry partner pickups/deliveries.
- Loads Smart Sacks partners' inventory in vehicles in accordance with pickup schedule.
- Communicate and coordinate with partners on pick-up schedule changes.
- Purchase bags, food & manage inventory.
- Pack pallets and coordinate with volunteers to pack for partner pick-ups.
- Create packing lists for each partner pick-up.
- Coordinate volunteers to pack Food Facts/FSNE flyers and confirm completion.
- Email Smart Sacks Program Manager the 'packing list' for school based pantries to enable SSPM to email the school the final inventory list.
- Provides statistics as needed to Smart Sacks Program Manager.
- Other duties as assigned.

#### **Minimum requirements**

- Able to lift 50 pounds repeatedly and 75 pounds at one time.
- Proficient in Microsoft Outlook and Excel.
- Experience effectively collaborating with diverse staff and volunteers.
- Able to multi-task effectively and handle a wide variety of diverse and concurrent responsibilities.

- Detail-oriented and organized.
- Excellent customer service skills.
- Experience working within systems for managing staff, volunteers, inventory, and other resources
- Excellent communication and organizational skills
- Valid driver's license and Department of Transportation (DOT) medical card with the proven ability to drive any Manna vehicle.
- Clean driving record with no moving violations in the past two years and no major violations in the past ten years. No DUI citations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 50 pounds and occasionally lift and/or move objects that weigh more than 100 pounds. The employee must be able to stand continuously for up to 3 hours at a time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Environmental Conditions**

While picking up and distributing food, the employee will be exposed to a wide array of environmental conditions including extreme heat and cold, rain, snow and ice. The employee must be able to work in these conditions for up to 3 hours at a time.

### **Equity Commitment**

Manna Food Center is committed to serving as an ally for racial justice and is proud to be an equal opportunity employer. We are fully committed to equity and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, and national origin. Applicants with lived experience of our service area are encouraged to apply.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and are subject to change at any time. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Manna is an Equal Opportunity Employer

### **Salary**

Manna is committed to providing fair compensation, depending on experience, and in the context of the not-for-profit marketplace.