



MINNESOTA'S FREE FOOD BANK

Job Opening

POSITION:	Program Assistant
CLASSIFICATION:	Part-Time (10-15 Hrs/Wk), Temporary, Hourly, Non-Exempt
LOCATION:	8501 54th Avenue North New Hope, MN 55428
CLOSING DATE:	September 30, 2011

AGENCY SUMMARY:

We are a community-based, venture oriented non-profit agency. Our purpose is to help people out of poverty by developing strong relationships with individuals and their families. The foundation of our work originates with engaging and merging multiple constituencies: neighborhood residents, sister agencies, government agencies, funding sources and anyone else who is interested in the health and viability of our communities.

REQUIRED QUALIFICATIONS:

- High School diploma; AA degree preferred.
- Two years of experience providing customer service or in a related field.
- Experience working in a retail setting desired.
- Ability to work a flexible schedule which includes day time and evening hours.
- Ability to lift a minimum of 25 pounds.
- Ability to run a cash register.
- Ability to work in a warehouse setting and operate warehouse equipment.
- Excellent verbal communication skills.
- Ability to work respectfully and communicate effectively with different cultures, groups, and languages.

JOB RESPONSIBILITIES:

- Provide food distribution assistance at metro area Fare For All Express sites.
- Assist with set-up of tables, equipment, and food at the distribution site.
- Welcome and assist customers as needed at the food distribution sites.
- Run the cash register and receive payment for food.
- Assist with the coordination of volunteers at the distribution site.

Salary Information: This position pays \$8.50 an hour.

Agency Website: <http://www.emergencyfoodshelf.org>

Apply Online: <https://careers-macc.icims.com>