



Position: Processing Kitchen Associate

Location: Chester County Food Bank - 650 Pennsylvania Drive Exton, Pa 19341

Status: Full-Time Hourly (non-exempt) with great benefits!

Hourly Rate: \$15-\$16

Contact: Submit cover letter and resume to jobs@chestercountyfoodbank.org

OUR MISSION:

The Chester County Food Bank seeks to create a food secure Chester County. We mobilize our community to ensure access to real, healthy food. Chester County Food Bank (CCFB) is a county wide, non-profit organization located in Exton, PA and has been in existence since 2009. CCFB works with over 160 agency partners to distribute over 3 million pounds of food annually to 10% of Chester County residents. Along with the help of dedicated volunteers, we provide healthy food access and educational opportunities through programs like Eat Fresh Cooking Classes, Fresh2You Mobile Market, Fruit and Veggie Prescriptions, FreshStart Culinary Arts Training and Seed to Supper with produce grown by our Agriculture Team.

POSITION SUMMARY: The **Processing Kitchen Associate** is responsible for receiving, storing, staging, and processing fresh produce. This individual is also responsible for inventory management of all fresh produce. Additionally, the associate works in collaboration with the Nutrition and Produce Manager, assisting with the distribution of fresh food to CCFB programs and partnering agencies. This is a very fast paced position during peak growing season (June-November). Off-season roles (December-May) will vary according to department needs.

ESSENTIAL FUNCTIONS:

The essential functions include, but are not limited to the following:

- Facilitate the daily processing of fresh produce in CCFB's Processing Kitchen
- Supervise volunteer shifts in the processing kitchen (provide instructions/education surrounding produce, moving pallets, triple-washing, sorting, etc.)
- Perform daily cleaning tasks in accordance with the master cleaning schedule, including washing and sanitizing equipment, shelving and supplies, sweeping, mopping, power washing compost bins, laundry, etc.
- Maintain procedures and processes that ensure 100% product rotation according to date and quality driven parameters.
- Coordinate with the Volunteer Manager and Nutrition and Produce Manager to assess volunteer needs and scheduling for kitchen shifts.
- Maintain inventory of processing supplies and relay needs to Nutrition and Produce Manager
- Assist with Food Bank programming as necessary (including-but not limited to, Fresh2You Mobile Market, Taste It, Best Choices, and EatFresh)

Due to the nature of the CCFB programs and services, it is essential that staff be able to perform their essential job functions and consistently meet the qualifications and physical requirements.

MINIMUM QUALIFICATIONS (Knowledge, Skills, and Abilities):

- High School diploma or equivalent required.
- Background in gardening, farming, or produce handling, preferred.
- Relevant job experience strongly preferred.
- Food Safety Certification required (provided by Food Bank).
- Basic Forklift Certification required (provided by Food Bank).



- Basic knowledge of a computer, laptop, or other electronic device.
- Valid Pennsylvania Driver's License.
- Ability to verbally communicate in English with all employees, volunteers, and others to exchange information, instructions, and ideas.
- Must be able to read typed or handwritten notes, forms, and other work materials.

WORK SCHEDULE:

This is a full-time hourly (non-exempt) position. Scheduled hours may vary based on seasonality. At times, it will regularly require evening and weekend work and hours. Work schedule may be adjusted as needed to accommodate 'high demand' times.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Most of the year, the work is in a kitchen area or warehouse environment protected from weather conditions subject to some temperature fluctuations moving from location to location. Periodically during the year, may be involved in outdoor activities and subject to temperatures below 60 degrees F and above 80 degrees F. Outdoor elements such as precipitation and wind are possible. On occasion, the environment may be noisy and distracting.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Continuously use proper PPE such as gloves, apron, and hairnet when working in and/or around the kitchen.
- Ability to lift, adjust, push, pull, carry, slide, and move heavy objects in excess of 40 pounds repeatedly and frequently in all directions.
- Ability to use and operate a forklift and electric pallet jack to move heavier objects.
- Ability to bend, stretch, twist, squat, and reach in all directions for extended periods of time, up to 8 hours a day.
- Moving self in various positions to accomplish tasks including tight and confined spaces. Moving about to accomplish tasks or moving from one worksite to another.
- Other movements required from time to time may include, but are limited to: Stopping, kneeling, stepping, crouching, crawling, reaching, pushing, pulling, grasping, and repetitive motion of hand, fingers, and wrists.
- Able to support own body weight standing, kneeling, sitting, and walking for long periods of time on flat and uneven ground.
- Occasional sedentary work that involves sitting and/or standing for long periods of time.
- Must have excellent hearing and vision for emergency situations.
- Perform other duties as assigned.

EQUAL OPPORTUNITY: The Chester County Food Bank considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, genetic information, age, physical or mental disability, sexual orientation, marital status, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable federal, state, and local laws. Chester County Food Bank reserves the right to change this job description as conditions change.

These statements are intended to describe the general nature and levels of work to be performed and are not intended to be an all-inclusive list of duties and responsibilities.

Offers of employment are contingent upon results from Criminal Background Check, Professional references, and Child Abuse Clearance.

TO APPLY: Submit cover letter and resume to jobs@chestercountyfoodbank.org