



Program Assistant

Status: Full Time Hourly (non-exempt) \$16-\$20 /hour

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 countywide, non-profit organization located in Exton, PA that has been in existence since 2009. CCFB works with over 150 agency partners to distribute over 3 million pounds of food annually to 9% of Chester County residents. We provide educational opportunities through programs including Eat Fresh, Fresh2You Mobile Market and Seed to Supper to engage the community in hands-on learning experiences.

POSITION SUMMARY:

The Program Assistant will work with various departments to support the CCFB operation and help ensure access to food through programs and direct distribution.

ESSENTIAL FUNCTIONS:

- Work collaboratively with various CCFB departments to fulfill the mission and objectives of the organization.
- Support and/or lead various programs, specifically the mobile market operation (i.e., Market set up, restocking, cleaning, market break down, operating POS system, assisting volunteers, etc.)
- Assist internally with various operational needs across departments including warehouse, kitchen, agricultural, education, agency distribution, community outreach and administrative processes.
- Perform administrative functions, answering the phone, reconciliation of money bags, spreadsheets, etc.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be 21 years of age or older
- Bi-lingual in English and Spanish, strongly preferred
- Valid driver's license with clean driving record
- Ability to both work as a team and independently in a fast-paced environment
- Friendly and positive work ethic, energy, and drive
- Ability to follow written and verbal instruction
- Willingness to adapt to circumstances while staying calm and focused
- Punctual and reliable, with the ability to work a flexible schedule
- Experience working with diverse populations, including recipients of public benefits, preferred



WORK SCHEDULE:

This is a full-time, hourly, non-exempt position. It may require weekend and evening hours to meet the needs of the food bank.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to work in adverse conditions and extreme weather, such as temperatures below 35 degrees F and above 90 degrees F.
- Ability to safely lift boxes weighing in excess of 35 pounds (50+ with assistance).
- Sedentary work that primarily involves sitting/ standing. Particularly for sustained periods of time.
- Other movements required from time to time may include, but are not limited to: stooping, kneeling, stepping, crouching, crawling, reaching, pushing, pulling, grasping, and repetitive motion of hand, fingers, and wrists.
- 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.

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 the applicable federal, state and local laws.

Chester County Food Bank reserves the right to change this job description as conditions change.

TO APPLY: Please email your resume to jobs@chestercountyfoodbank.org. No phone calls please.