



### **Community Food Advocate (“CFA”)**

**Status: Short term, Part-Time Hourly (non-exempt), \$15/ 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 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. We provide healthy food access and educational opportunities through programs like Eat Fresh Cooking Classes, Fresh2You Mobile Market, Fruit and Vegetable Prescriptions, FreshStart Culinary Arts Training and Seed to Supper classes, with produce grown by our Agriculture Team.

**POSITION SUMMARY:** Chester County Food Bank will be providing a survey to visitors in our food pantry network with the objective of learning more about pantry services and barriers to food security. The CFA’s two key roles will be to:

1. Complete a survey distribution training, coordinate with partner agencies, administer the survey at food pantries across the county and assist with data entry.
2. Support our Fresh2You Mobile Market operations.

We are especially interested in any candidate who is fluent in Spanish.

#### **ESSENTIAL FUNCTIONS:**

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

- Coordinate, schedule and administer surveys at food pantries within our network
- Assist with data entry of surveys
- Support and/or lead mobile market operations (ex. Market set up, restocking, cleaning, market break down, operating POS system, assisting volunteers, etc)
- Provide above-and-beyond customer service at market sites while creating an engaging and welcoming atmosphere; encourage current and potential customers to try new vegetables and to engage with volunteers and food demonstrations.
- Perform other duties as assigned.

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)**

- Must be 21 years of age or older
- Assist with data entry of surveys
- Support and/or lead mobile market operations (ex. Market set up, restocking, cleaning, market break down, operating POS system, assisting volunteers, etc)
- Provide above-and-beyond customer service at market sites while creating an engaging and welcoming atmosphere; encourage current and potential customers to try new vegetables and to engage with volunteers and food demonstrations.
- Bilingual English/Spanish strongly preferred. Ability to read, write and speak in both English and Spanish.

- Personal transportation and a clean driving record to visit food pantries across Chester County to administer the survey
- Be respectful and compassionate towards visitors of the food pantries
- Experience with research or evaluation preferred
- Ability to work as part of 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
- Able to safely lift boxes that weigh in excess of 50 pounds.

**WORK SCHEDULE:**

This is a seasonal, part-time hourly (non-exempt) position from June through November. It may require evening and weekend work and hours. Work schedule may be adjusted as needed to accommodate ‘high demand’ seasonal times based on the needs of CCFB.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

This position requires the ability to work in adverse conditions and extreme weather such as heat, humidity, cold, dirt/dust, pollen, precipitation, wind, and sun. The worker is involved in outdoor and indoor activities and subject to temperatures below 35 degrees F and above 90 degrees F. Outdoor elements such as precipitation and wind possible. The environment can 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.

- Communicating with others to exchange information, instructions, and ideas by means of spoken words, typed or handwritten notes, forms and other work materials, use of a computer, laptop, or other electronic device.
- Lifting: Ability to lift objects that includes moving the objects in excess of 50 pounds.
- Sedentary work that primarily involves sitting/standing. Particularly for sustained periods of time.
- Moving self in different positions to accomplish tasks in various environments 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.

**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.

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See the full job description on our website:

<https://chestercountyfoodbank.org/get-to-know-us/join-our-team/>

**TO APPLY: Please email your resume to [jobs@chestercountyfoodbank.org](mailto:jobs@chestercountyfoodbank.org). No phone calls please**