



the **Aliveness** project

JOB POSTING

FOOD SHELF ASSISTANT

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded in 1985, Aliveness provides important supportive services such as emergency food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

Title: Food Shelf Assistant

Reports to: Food Shelf Manager

Purpose:

The Food Shelf Manager contributes to the fulfillment of The Aliveness Project's mission by overseeing all aspects of Food Shelf preparation and distribution at The Aliveness Project. This includes purchasing, planning and conducting food drives, program review with the Director of Nutrition and Wellness Programs, and working with special food shelf distribution programs.

Duties include:

- Assist the Food Shelf Manager with ordering of food and supplies in accordance with Ryan White Food Service Standards and The Aliveness Project Healthy Foods Policy.
- Supervise food shelf volunteers in the absence of the Food Shelf Manager.
- Communicate regularly with the Food Shelf Manager and Volunteer Manager on coverage needs.
- Help maintain equipment, storage and shopping areas in accordance with MN Health Department codes.
- Support food drives and other partnerships with community organizations and businesses.
- Contribute to maintenance of the *Food Shelf Partnership* spreadsheet.
- Maintain a positive, professional, team-oriented approach when interacting with staff, volunteers, and members.
- Ensure completion of membership renewal documentation and follow up on instances of incomplete documentation.
- Review aliveness.org e-mail during shifts.
- Attend monthly staff meetings and other meetings as required.
- Perform other responsibilities as assigned.

Education and Experience:

- High School diploma or GED preferred.
- Experience in food handling, purchasing and storage.
- Basic knowledge of MS Word, MS Excel, MS Outlook, database software and online/web applications.

- Knowledge of and sensitivity to HIV/AIDS and experience working with people living with HIV preferred.
- Bilingual (English/Spanish) preferred.

Knowledge, Skills and Abilities:

- Respect for HIPAA-protected member information and ability to maintain confidentiality.
- Ability to work effectively within a diverse community.
- Capacity to foster a customer-centered environment for members accessing the Food Shelf.
- Ability to secure contributions and build relationships with external partners.

Physical Requirements/Work Environment:

While performing the duties of this job, the employee is frequently required to sit; stand; walk (occasionally on slippery or uneven surfaces); exert up to 50 pounds of force to move boxes of supplies or other items; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee will need to be able to articulate, hear and be heard across phone lines. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally work in temperatures above 100 degrees and below 32 degrees.

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities or special needs to perform essential functions.

NOTE: The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Hours: Monday 9AM-4PM, Wednesday 9AM-5PM, Friday 10AM-3PM (20 hours/week), occasional coverage as needed.

Compensation: \$12-13/hour, depending on experience

Apply by Friday, June 7, 2019. Send resume and cover letter to Laura Hutchinson, Director of Nutrition & Wellness Programs: laurah@aliveness.org.

Equal Opportunity Employer

The Aliveness Project is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, and gender expression, religious creed, disability (mental and physical) including HIV, AIDS, and AIDS-related conditions, medical condition (including cancer and genetic characteristics), genetic information, age, marital status, sexual orientation, military and veteran status, or any other characteristic protected by federal, state or local law.

People of color, women, trans and gender-nonconforming people, and applicants with backgrounds and lived experiences connected with The Aliveness Project's mission and/or who personally identify with the community groups we support are strongly encouraged to apply.