



JOB POSTING

FOOD SHELF ASSISTANT

Who We Are: The Aliveness Project is a community center for people living with HIV. We serve around 2,000 folks annually, the majority of whom are low-income. The Aliveness Project boldly advances equitable access to transformative HIV care and prevention. Our primary objectives are to ensure that our members have access to:

- Basic needs: We provide meals, a food shelf, and medical nutrition therapy while our Case Management team helps provide access to healthcare and housing.
- Community: Our community center model provides a safe and supportive place for members to gather and build community.
- Prevention: We provide targeted outreach to communities disproportionately affected by HIV through education, awareness, and strategies for eliminating stigma.

Aliveness Project is an equal opportunity employer and is committed to building and maintaining a diverse staff that is representative of the communities we serve and live in. People of color, LGBTQ-identified individuals, and people with lived experiences are strongly encouraged to apply.

Purpose:

The Food Shelf Assistant contributes to the fulfillment of The Aliveness Project's mission by supporting all aspects of Food Shelf preparation and distribution at The Aliveness Project. This includes purchasing, planning and conducting food drives, and working with special food rescue 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: (20-24 hours/week), occasional coverage as needed.

Compensation: \$17.00/hour. Benefits include, holidays and Paid Time Off (PTO), 3% employer matched 401K and free lunch.

Reporting Relationship: This position reports to the Food Shelf Manager

To Apply: Send resume and cover letter in a single Word or PDF document to tom@aliveness.org No faxed or mailed materials.

Vaccination Requirement: Aliveness Project requires all employees to be fully vaccinated and boosted against the COVID-19 virus. All new employees are required to be either fully vaccinated, receive their first dose, or receive any recommended booster shots within 2 weeks of hire. Exceptions may be made for medical reasons and/or genuinely held religious beliefs.