



## Job Announcement

Posted: June 6, 2018

### *Fresh Alliance Specialist*

<b>Job Title &amp; Code:</b>	Fresh Alliance Specialist (Non-Exempt)
<b>Job Hours:</b>	Full Time -35 Hours per week
<b>Salary:</b>	\$13.25 - \$14.75 DOE
<b>Benefits:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

#### Position Summary

The position is responsible for the pick-up and receipting of designated donations through the Fresh Alliance Program. The Fresh Alliance Specialist also assists with daily warehouse functions of accepting, storing, and delivering product. This position is expected to represent ACCESS with friendly customer service and service dedication while out in the field working with donation vendors.

#### Position Duties & Responsibilities

- Accurately count, track, weigh, and document all incoming and outgoing inventory and donations within the warehouse and the Fresh Alliance Program.
- Pick up donated and purchased products. Promoting and maintaining friendly, positive, and courteous relationships with donors, store managers, volunteers, vendors, and the general public.
- Assemble and stage food orders for pantry pick up or delivery.
- Assist pantries and agencies in loading, delivery, and unloading of orders, utilizing the pallet jack and forklift as necessary.
- Consistently maintain the ACCESS vehicles used by routinely performing vehicle inspections and cleaning (inside and out) to ensure vehicle and food safety standards are met.
- Assist in ACCESS warehouse with daily functions as needed.
- Assist with distribution of the of Commodity Supplemental Food Program (CSFP) boxes verifying membership and completing signature requirements.
- Observe Oregon Food Bank and Health Department Regulations on Food Safety and general warehouse practices.

#### Position Requirements

- Belief in ACCESS' mission to help people help themselves.
- At least 6 months of building, growing, and maintaining in person customer relationships.
- Forklift and electric pallet jack experience or ability to obtain certification within 2 months.
- Ability to obtain ServSafe food safety certification within 1 month from date of hire.
- Ability to lift 35 pounds consistently.
- Demonstrated attention to detail. Basic computer, math and writing skills.
- Good communication skills and teamwork demonstration.
- Demonstrated ability to work effectively with customers and co-workers, sustain client and intradepartmental confidentiality.
- Must be able to multitask in a variety of areas.
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

#### Apply by Submitting Application, Cover Letter, & Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email [jzomerdyk@accesshelps.org](mailto:jzomerdyk@accesshelps.org)

Visit [www.accesshelps.org](http://www.accesshelps.org) for more information