



AmeriCorps
Washington

Serve Washington Service Opportunities & Position Descriptions

AmeriCorps Position Description

Chelan-Douglas Community Action Council
AmeriCorps Program
620 Lewis Street
Wenatchee, WA 98801

Liz Drath- AmeriCorps Director
(509) 662-6156 ext. 248/ lizd@cdcac.org

Lonnie Walls- Primary Site Supervisor
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Jeremy Yonaka-Secondary Site Supervisor
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Position Title: Food Advocate/Warehouse & Mobile Pantry Representative

Days/Hours of Service:

	Monday	Tuesday	Wednesday	Thursday	Friday
Beginning Time	7:00 am	7:00 am	7:00 am	7:00 am	7:00 am
End Time	3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm

**30 or 60-minute lunch break, depending on the needs of the Host Site*

**Some weekend availability required to support the operation of FDC*

Program/Site Description:

Since 1965, Chelan-Douglas Community Action Council (CDCAC) has been helping low-income and marginalized people help themselves and each other. By supporting our neighbors with housing, utilities, education, job training, volunteering, food, family, and community needs, and much more.

CDCAC's mission: To end poverty by empowering people and improving lives.

Service Location Description:

The Food Advocate/Warehouse & Mobile Pantry Representative will serve in the Food Distribution Center warehouse and outdoors in the community. The AmeriCorps member can promote and support the CDCAC Food Distribution Center (FDC) mission and goals.

Position Description:

The Food Advocate/Warehouse & Mobile Pantry Representative's role involves hands-on activities such as operating the mobile food pantry and assisting in the warehouse, directly distributing food to clients, receiving semi-load food deliveries, conducting inventory, and assisting in operations. The project requires volunteer recruitment, training, and alleviating food insecurity.

The member will partner with volunteers and staff to coordinate all aspects of the mobile food pantry and Community Market. The Warehouse duties include, but are not limited to, unloading, inspecting, tagging, sorting products, and ensuring general maintenance/janitorial duties are accomplished.

**Responsibilities and Related Tasks:**

- Support the Food Distribution Center by receiving, packaging, and distributing food and other essential items for the Food Distribution Center (FDC) and its partners
- Attend training related to food, hunger, and poverty
- Ensure consistent operation of the Mobile Pantry at multiple sites and the Community Market
- Help organize and set up pantries (Mobile Pantry and Community Market) before distribution(s) and ensure all areas are clean, organized, and welcoming
- Maintain well-organized pantries (Mobile Pantry and Community Market) by restocking shelves with donated food items and ensuring proper rotation of products
- Promote safety and cleanliness to comply with all rules, standards, and procedures
- Promote dignity and respect: recognizing the diversity of backgrounds and circumstances amongst volunteers and clients
- Drive/operate mobile food pantry truck, trailer, and other agency vehicle/equipment
- Operate forklift and electric power jacks
- Develop, obtain, and distribute information on local resources
- Maintain records of clients served and resources they were provided
- Collect, track, and report data related to services and outcomes as directed
- Collaborate with organizations with similar missions who operate mobile service units
- Attend training and participate in AmeriCorps team projects as expected

Required Qualifications:

- Driver's License (This position does not require a CDL)
- Flexible-adapts to change
- Able to routinely lift 35-50 lbs
- Effective verbal, non-verbal, and written communication skills in English
- Able to work as a team in shared office, warehouse, and mobile unit space
- Able to work independently and with minimal supervision when necessary
- Able to manage time effectively to meet deadlines
- Reliable, motivated, and punctual
- Able to organize well and pay close attention to detail
- Data entry and basic computer skills

Desired Qualifications:

- Creative and innovative
- Experience towing, maneuvering, and parking a trailer
- Volunteer recruitment and management experience
- Advanced computer skills
- Bilingual in English and Spanish
- Food Safety-food handlers card



AmeriCorps Member Signature

Date

CDCAC AmeriCorps Program Representative Signature

Date

Host Site Supervisor Signature

Date