



Job Title: **FOOD FAIR DISTRIBUTION ASSISTANT**

Department: Food Services

Reports to: Food Fair Lead and Director of Food Services

FLSA Status: Non-Exempt

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**SUMMARY** The Food Fair Distribution Assistant is responsible for assisting with the day-to-day operation of Target Hunger's weekly Food Fair events and other distributions as needed. This position requires a high level of self-reliance, interpersonal skill, and volunteer interaction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Loading for program operations and distribution
- Program prep, setup, distribution, and breakdown
- Program deliveries
- Assisting with food distributions at Food Fairs and Disaster Distributions
- Maintaining a safe and accident-free work environment
- Assist in maintaining cleanliness in all food storage areas, agency vehicles, dock and grounds
- Assist Senior Services, Door-Dash, and Mobile Sites as needed
- Other duties as needed to ensure a smooth operation and excellent customer service

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess/enhance strong customer service and communication skills
- Ability to lift 50 pounds throughout the workday
- Ability and willingness to work outside in Houston climate year around
- Must be a self-starter
- Must be a team player
- Ability to work independently, as well as on a team
- Must have the desire to work well with others, in a positive environment while setting an example for others
- Outgoing personality strongly recommended
- Must be able to work with staff and volunteers
- Must have the ability to accept changes set by leadership
- Good organizational skills
- Ability to speak Spanish is a plus

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical exertion includes but is not limited to; bending, walking, and carrying materials.
- Good vision, speaking ability, and hearing acuity.
- Other job specific i.e weather conditions, warehouse environment etc.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is to be conducted in a controlled, agreeable environment as generally represented by normal warehouse/open-air conditions.