

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

POSITION TITLE: Food Bank Assistant

OBJECTIVE: Assist with daily Food Bank operations.

QUALIFICATIONS: Job qualifications are stated below as Essential Job Results. The Essential Job Results are what the employee must be able to accomplish in order to be competent in the job. Candidates must demonstrate their ability to accomplish these results. **Job knowledge / documentation absolutely required.** Valid Alaska Driver's License and insurable under company policy. **Essential Physical abilities:** ability to lift up to 50 lbs, extensive walking, getting in and out of vehicles and moving large amounts of freight from carriers. **Preferred:** Some computer word processing experience Familiarity with Bristol Bay area, people, and cultures.

ESSENTIAL JOB RESULTS

Regular daily assistance will be provided to Food Bank operations

by

- Keeping a schedule of seven and a half hours available for work Monday – Friday, Hours of work may vary due to work assignments.
- Making pick-ups and deliveries at the Airport as needed and occasionally purchases from local vendors.
- Assisting in moving heavy boxes.
- Checking the temperature on the Sea Share container van located in the boat harbor daily and keeping supervisor informed of any problems.
- Helping to prepare and set up food boxes for delivery to villages across the Bristol Bay region.
- Making arrangements with airlines to ship client boxes to the villages.
- Assisting with other tasks which help in the smooth operation of Food Bank activities.
- Assisting with daily paperwork.
- Keeping food storage areas in a clean and sanitary condition.

Keeps Management Informed

by

- Preparing a monthly report of activity for Family Services supervisor
- Continue and /maintain any required record keeping or data entry on computer.

Protect program integrity and client privacy

by

- Agreeing to BBNA’s policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

WAGE: \$16.62/hr – \$19.84/hr (\$32,411/yr – 38,684/yr)

REPORTS TO: Food Bank Coordinator

DUTY STATION: Dillingham

_____ Employee Acknowledgement	_____ Date
_____ Supervisor	_____ Date
_____ Human Resources Director	_____ Date
_____ President & CEO	_____ Date