

Lutheran Social Services Position Description



Division/Department: Nourishment Network

Job Title: Nourishment Network Assistant – Part Time

Reports to (Title): Nourishment Network Manager

Job Code:

FLSA Status: Non-Exempt

Manager (with direct reports)?

Yes

No X

Location: Jacksonville

SUMMARY

This position is responsible for handling of products in and out of the Nourishment Network (NN) safely and efficiently, including loading and unloading trucks and vehicles. Must cooperate in maintaining NN interior and exterior in safe, sanitary, and secure condition.

THIS IS A PART TIME POSITION – NOT TO EXCEED 25 HOURS PER WEEK

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with incoming purchased or donated products as assigned; includes unloading, weighing, and storing products when necessary
- Work with the NN Coordinator to prepare food and supply packs for various NN Programs
- Provide support in the LSS Food Pantry
- Responsible for receipt of donation items
- All other duties and responsibilities as assigned by NN Manager

WORK EXPERIENCE & JOB-RELATED SKILLS (Required/Preferred)

Required

- Must be organized and detail-oriented
- Language Skills: Ability to read and interpret documents. Ability to communicate effectively with clients and staff.
- Mathematical Skills: Simple math, calculations are required such as adding, subtracting, multiplying and dividing. Ability to compute rate and percent.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables with a minimum of direction. Ability to interpret a variety of instructions furnished in written or oral form.

Preferred

- 2-3 years related experience
- Ability to operate large machinery as needed and lift up to 40-50 lbs comfortably
- Ability to operate a pallet jack

Lutheran Social Services Position Description



EDUCATION, CERTIFICATION, LICENSURE (Required/Preferred)

Required:

- High School or GED
- Ability to operate a pallet jack
- Drive

Preferred

- Valid driver's license and up to date insurance

REQUIRED JOB COMPETENCIES (Behaviors for Effective Job Performance)

- Adaptability/Flexibility
- Analytical Skills
- Coordination/Collaboration
- Dealing with Ambiguity
- Leadership
- Quality Process Management
- Interpersonal Savvy
- Planning & Organization

WORK ENVIRONMENT/PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activity: (if more than 2+ hours per day)	<input checked="" type="checkbox"/> standing <input checked="" type="checkbox"/> sitting <input checked="" type="checkbox"/> mobility <input checked="" type="checkbox"/> climbing <input checked="" type="checkbox"/> balancing <input type="checkbox"/> writing <input type="checkbox"/> crawling <input checked="" type="checkbox"/> squatting <input checked="" type="checkbox"/> bending <input type="checkbox"/> filing <input checked="" type="checkbox"/> twisting
Lifting to include:	<input type="checkbox"/> up to 10lbs. <input type="checkbox"/> 11-25 lbs. <input checked="" type="checkbox"/> 26-60 lbs. <input type="checkbox"/> 61-75 lbs. <input type="checkbox"/> Over 75 <input checked="" type="checkbox"/> pushing <input checked="" type="checkbox"/> pulling <input checked="" type="checkbox"/> carrying
Environmental Conditions:	<input checked="" type="checkbox"/> cold <input checked="" type="checkbox"/> heat <input checked="" type="checkbox"/> wet and/or humid <input type="checkbox"/> noisy <input checked="" type="checkbox"/> vibration <input type="checkbox"/> fumes <input checked="" type="checkbox"/> dust <input checked="" type="checkbox"/> odors <input type="checkbox"/> mists
Sensory:	<input checked="" type="checkbox"/> hearing to converse <input checked="" type="checkbox"/> hearing to use telephone <input checked="" type="checkbox"/> talking <input checked="" type="checkbox"/> tasting/smelling <input type="checkbox"/> reading distance 1-5ft <input checked="" type="checkbox"/> reading distance 10-30ft.
Driving:	<input checked="" type="checkbox"/> incidental driver <input type="checkbox"/> regular driver
Keying:	<input type="checkbox"/> Occasionally (2-3 hours week) <input type="checkbox"/> Frequently (2-3 hours day) <input type="checkbox"/> Continuously (4+ hours day)
Safety:	List specifics: back brace

The statements included in this Job Description are intended to describe the general nature and level of the work being performed by the person assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Employee Print Name: _____

Employee Signature: _____ Date: _____

Lutheran Social Services Position Description



Lutheran Social Services is an Equal Opportunity Employer