



Hays County Food Bank
220 Herndon St.
San Marcos, TX 78666
(512) 392-8300
www.haysfoodbank.org

Position Description

Job Title:	Operations & Facilities Associate
Reports To:	Programs Director
Location:	Hays County Food Bank Office
Classification:	Part-Time, Non-Exempt

Position Summary

Under the direction of the Programs Director, the Operations & Facilities Associate helps to oversee the day to day operations of the Hays County Food Bank, including but not limited to supervision and coordination of Food Bank volunteers, facility cleaning and maintenance, pick up and processing of food donations, and assisting with food distributions.

Duties and Responsibilities

- Provides for the clean, safe and efficient operation of the Food Bank
- Processes food donations
- Signs for food purchases and insures all invoices are given to the Programs Director
- Picks up donations from food drives conducted by community groups
- Oversee food distributions, when necessary
- Organizes the processing and warehouse areas for optimal workflow and efficiency
- Maintain maintenance logs on cooler, freezer and other machinery in warehouse
- Coordinates and manages all aspects of monthly and special food repackaging
- Food Safety –
 - o Instruct all volunteers and staff on safe food handling procedures
 - o Ensure that all food is stored safely away from cleaning products, on pallets, shelves, etc. per health department regulations
- Facility Maintenance
 - o Regular cleaning of building, restroom, break room and admin areas
 - o Emptying trash and recycle bins
- Other duties as assigned

Qualifications

- Ability to handle multiple tasks at the same time in a professional manner

Serving hungry people in Hays County since 1984.



- Ability to prioritize work and complete work in timely fashion
- Ability to be open minded about new work ideas and methods
- Ability to problem-solve on various issues as they relate to the Food Bank
- Previous experience in logistics and operations management
- Must have a high school diploma or equivalent
- Ability to comprehend and interpret documents such as safety rules, operating and maintenance instructions and policy and procedures manuals
- Ability to communicate effectively with employees/clients of the organization
- Clean driving record with no citations within the past three years
- Possess a current Texas Food Handler Certificate

Working Conditions

- Work is performed in a warehouse with a significant amount of walking on concrete surfaces. Entrances may be open and work conditions during the summer months can be very hot, and during the winter very cold. Employee may be going in and out of freezers and coolers with extreme variations in temperature. Certain work requires prolonged time (i.e. the majority of a shift) working within the freezer at sub-zero temperatures.
- Workspace could be very dusty, and on occasions can be noisy.
- Periodically may work outside and be exposed to the elements.
- Employee may be exposed to spoiled food and sharp objects due to working with damaged product.
- Work schedule may vary and may include work on evenings, weekends and holidays due to special events, inclement weather, and other projects related to timely and accurate warehousing and distribution of product.

Physical Requirements

- Work involves moving boxes and employee must lift, bend, stoop, pick up and move objects up to 50 pounds. Work involves using manual pallet jacks and therefore requires an ability to push and pull pallets over 2,000 pounds.

Direct Reports

N/A

Approved by:	<i>Denise Blok</i>
Date approved:	<i>12/18/2018</i>
Reviewed:	

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Hays County Food Bank has the right to revise this job description at any time. The job description is not a contract for employment.

Employee Signature	Date:
	__/__/____
Supervisor Signature	Date:
	__/__/____