



Job Description

Job Title: Residential Programs Food Shopper

Reporting Level: Supervised by Director of Residential Services and Manager of Direct Services. This would be a direct service role in the union

Hours: 5-8 hours/week

Status: Part time, \$15 per hour

Please send a letter of interest to: mquinones@alianzadv.org

Position Purpose: The Food Shopper-Residential Programs is a member of the direct service staff. He/she/they help to ensure that survivors and their families are able to get the food they need while living in shelter.

Essential Responsibilities:

- Responsible for procurement of weekly groceries for all agency participants
- Pickup food from partners/donors to be delivered to our shelter and our other nearby residential locations
- Glean food to ensure it meets quality standards upon pickup and fits within expiration dates (including extensions)
- Organize food to be distributed to our Residents/Participants
- Place purchases in the shelter refrigerator, freezer and/or shelter kitchen pantry
- Perform other job-related activities as assigned by the Director of Residential Services/Manager of Direct Services
- Attend staff development training, staff meetings, community and volunteer presentations as requested by the Executive Director
- Abide by Alianza Bylaws and Personnel Policies
- Maintain necessary confidentiality of the volunteers, staff, and individuals served by the organization at all times

Qualifications:

Reasoning Ability: Ability to exercise good judgement and discretion in handling participants' confidentiality and other confidential matters. Ability to work both independently and

collaboratively. Ability to contribute to and exemplify a collaborative and respectful environment that promotes teamwork.

Education and Experience: Demonstrate ability to work independently and as part of a team. Strong written and verbal communication skills. Problem solving and conflict resolution skills. Ability to work with diverse populations and exercise good judgement while shopping on our behalf.

License and/or Registrations: The Food Shopper must have reliable personal transportation, a valid driver's license, auto insurance, and an acceptable driving record. Mileage reimbursement will be given at the Federal rate.

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