



**LIFT-UP of Routt County**  
*Food Bank Stocker & Customer Service*  
*Specialist*  
**JOB DESCRIPTION**

Job Title	<b>Food Bank Stocker &amp; Customer Service Specialist (FBSCSS)</b>
Employment Status	Part-time (15 hours per week)
Reports to	Food Bank Manager
Supervision Exercised	Supervises Volunteers and Community Service Workers on occasion
Wages	\$14.50/hour
Benefits	Paid Holidays, Paid Vacation, Sick Days
General Description of Position	<b>FOOD BANK STOCKER &amp; CUSTOMER SERVICE SPECIALIST:</b> Under the direction of the Food Bank Manager, the FBM will be responsible for overseeing the operation at all three LiftUp Food Bank sites (Steamboat Springs, Hayden, Oak Creek), including receiving food donations, receipting donation, tracking Rescue programs to appropriate agencies, as well as overseeing operation of LiftUp's Community Greenhouse.
Essential Duties	<ul style="list-style-type: none"> <li>• Restock food shelves, refrigerators and freezers, while maintaining quality control</li> <li>• Help as needed in the Food Bank, providing excellent customer service</li> <li>• Assist with client intake as needed</li> <li>• Maintain clean and safe work environment (Food Bank and Greenhouse), break down boxes, take out garbage, and other cleaning needs</li> <li>• Assist with special projects and perform other duties as assigned by Food Bank Manager</li> <li>• Oversee volunteers in the absence of a Manager</li> <li>• Undergo needed, ongoing Food Bank training</li> <li>• Attend monthly staff meetings</li> <li>• Assist with food donation intake and reporting as needed</li> <li>• Assist with inventory as needed</li> </ul>
Minimum Requirements	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent, or related work experience</li> <li>• Ability to speak Spanish preferred, but not required</li> <li>• Excellent interpersonal and communication skills and ability to maintain confidentiality</li> <li>• Ability to work comfortably with people from various socio-economic, racial, and cultural backgrounds</li> <li>• Ideal qualities: high attention to detail, self-motivation, self-discipline, organization</li> <li>• Ability to multi-task in a fast paced environment</li> <li>• Physical ability to stand for extended periods of time and lift and carry items weighing more than 50 pounds</li> <li>• Valid Colorado driver's license, proof of insurance, and road-worthy personal vehicle (mileage reimbursement will be provided)</li> <li>• Background check required</li> </ul>

*Revised October, 2019*

