

Upper Valley MEND

POSITION DESCRIPTION

Position: Community Cupboard Associate
Location: 219 14th Street (Community Cupboard Food Bank & Sorting Center)
Reports to: Community Cupboard Program Manager

Upper Valley MEND (Meeting Each Need with Dignity) is an independent, nonprofit service organization committed to affirming the worth and dignity of everyone we serve. We operate through a dedicated community of volunteers and staff, providing emergency family assistance and food bank services, affordable housing opportunities, health care services, and support for adults with developmental disabilities.

General Responsibilities:

Community Cupboard Associates are responsible for helping to ensure the successful operation of the Community Cupboard food bank, as well as the sorting center, where second-hand goods are donated and processed for our thrift store (Das Thrift Haus). The Community Cupboard food bank is committed to ending hunger by providing residents of the Upper Wenatchee Valley with access to food and essential provisions. Donations of second hand goods are accepted at Community Cupboard sorting center, and are sold at Das Thrift Haus. Das Thrift Haus is dedicated to providing access to affordable clothing and household goods with the goal of raising funds to support the programs of Upper Valley MEND, including Community Cupboard. Staff members are expected to learn the policies and procedures of both entities and lead by example when representing Upper Valley MEND.

Specific FOOD BANK responsibilities:

- Provide an atmosphere of dignity and respect for everyone.
- Open and close the Community Cupboard.
- Receive and sort grocery rescue food prior to opening the Cupboard to the public.
- Check food bank shoppers in when they arrive at the food bank.
- Check food bank shoppers out of the food bank, including checking their points and ensuring they have selected food options within the appropriate limits.
- Use the Client Card food bank program to manage food bank shoppers and food donations.
- Manage and maintain the customer point system, including both paper and electronic records.
- Help to manage and maintain the food bank inventory, including stocking the shelves and/or refrigerators and freezers as necessary.
- Supervise food bank volunteers.

Specific SORTING CENTER responsibilities:

- Greet and assist donors of thrift store items.
- Ensure that donors receive a receipt and thank you for their donations.
- Inspect goods for quality and condition and sort according to guidelines.
- Clean or launder goods that are deemed of quality but not ready to be sold.
- Pack or hang goods ready for Das Thrift Haus.
- Assist with transportation of goods from sorting center to Das Thrift Haus.
- Supervise sorting center volunteers.

Qualifications:

- Must be dependable and reliable.
- Ability to manage and prioritize multiple tasks.
- General interest in non-profit and social service work.
- Excellent customer service skills.
- Basic computer skills.
- Willingness to work with people from diverse backgrounds.
- Some heavy lifting (up to 50 lbs).
- Bi-lingual (Spanish & English) preferred.

Compensation begins at \$12.00 per hour.