



Food Market Assistant Job Description

Part Time: 28 hours per week

Reports to: Program Director

Schedule: Work on site Monday, Tuesday, Thursday, Friday from 8 am – 3 pm.

Compensation: \$20 per hour

About the IFCS Food Assistance Program “Market @IFCS”

No one should go hungry, and everyone deserves access to nutritious food. Our food assistance program, called The Market @IFCS, is designed to resemble a grocery store. Participants select the groceries that best fit their household needs at no cost. The food is provided by the federal Emergency Food Assistance Program (TEFAP), local community food drives, and purchase orders. The Market relies on volunteers who stock the shelves, guide the participants, and clean the facility. It is open Monday through Friday, and participants come once a month.

Summary

The Food Market Assistant will be supervised by the Program Director and will work alongside the Inventory Clerk to ensure that the Food Market runs efficiently. The assistant will carry out daily operations, including following food safety policies, keeping the market clean, and working with volunteers.

Primary Responsibilities

- Assist the Program Director with the daily operations of the food pantry.
- Work with the Inventory Clerk to ensure all food and non-food items are correctly labeled, sorted, and stocked in the market.
- Maintain compliance with all Food Bank of the Rockies standards, including civil rights and food safety requirements for the receiving, handling, storing, and distributing food products.
- Maintain compliance with all TEFAP (The Emergency Food Assistance Program) standards, including ensuring the completion of training, cleaning, and other required documentation.
- Communicate tasks to the volunteers and ensure they follow instructions, practice food safety policies, and enjoy the work.

Required Skills

- Ability to lift over 5 lbs. and move for over 4 hours daily.
- Excellent customer service skills to serve people of diverse backgrounds, ages, etc.
- Track record of being reliable in acting upon given oral or written instructions.
- Ability to lead a team with clear communication, create a positive work space, and give feedback.

Schedule: Work on-site Monday, Tuesday, Thursday, and Friday from 8 am – 3 pm.

Benefits: Paid Time Off will start to accrue starting on the first day of work and can be used after 90 days of employment

How to apply: Please send a resume to the email ifcs@ifcs.org with the subject Food Market Assistant