

## **GRACE COMMUNITY CHRISTIAN CENTER**

### **FOOD BANK RECEPTIONIST/COORDINATOR**

#### **SUMMARY**

The Grace Baptist Church of Germantown is seeking a part-time Food Bank Receptionist/Coordinator to assist the Center Director in the maintenance and completion of paperwork, receiving and prepping of food donations, data-entry, and other duties as noted by the Director.

Work Hours: 10:00 am-1:00 pm Monday-Friday

#### **REQUIRED SKILLS AND EXPERIENCE:**

To perform this job successfully, an individual must have clerical experience, a positive attitude and strong interpersonal skills to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required:

- Answers telephone, makes calls, makes appointments for programs scheduled.
- Enters data into computer for weekly and monthly reports that are compiled and submitted by the director.
- Welcomes visitors and clients who come for food/assistance.
- Completes and maintains required paperwork for both existing and new clients.
- Receives food and other donations for the Food Bank.
- Unpacks and stores food properly on shelves, in the refrigerator, and freezer.
- Maintain a neat and clean work space.
- Assists clients with referrals to other agencies.

#### **PHYSICAL DEMANDS**

The individual in this position must possess:

- a. The ability to climb steps, to bend, pull and push.
- b. The ability to move and carry objects.
- c. The ability to carry and lift up to 30 lbs.
- d. The ability to enter text or data by means of a traditional keyboard.
- e. The ability to sit for extended periods, stand and walk.

A successful background check will be required before employment.