



Volunteer Center Associate – Pasco

Second Harvest's Mission:

Fighting hunger, feeding hope: Second Harvest brings community resources together to feed people in need through empowerment, education, and partnerships.

Purpose of Position:

- The Volunteer Center team works to ensure our volunteers have an exceptional experience throughout their time at our facility volunteering in the sort room.
- Our Volunteer Center packages our donated food products into smaller, family-sized quantities that allow for other members of the Operations team to distribute to our agency network.

Job Description:

- Part-time, non-benefitted position at our Pasco Distribution Center.
- Work with your supervisor to prepare the Volunteer Center and sort room prior to sorts. This requires preparing volunteer check in, setting the sort room up with product, tables, bins, totes, racks, etc., and cleaning/sanitizing between sort groups.
- Responsible for helping maintain a safe, clean, and engaging environment while maintaining compliance of policies in accordance with AIB, USDA, WSDA, and other regulatory agencies.
- Interacts with the volunteers throughout their time volunteering by greeting, checking-in, orientation, and providing direction in the sort room. May also assist volunteers during the sorts by moving pallets of product in and out of the room and cleaning up after a sort has finished.
- Responsible for working with and explaining the tasks of the sort to volunteers prior and during the sort time, help supervise volunteers while in the volunteer center, and assist the team with sanitization when necessary.
- Performs all other duties and responsibilities as assigned or as necessary.

Qualifications:

- Strong candidates are confident and comfortable with speaking to groups and oversight of volunteers. Must be attentive, good communication skills, and able to follow directions.
- Successful Second Harvest employees are engaged in the mission, enjoy challenging work, and thrive on strong teams.
- Position is physical in nature; frequently required to lift and carry up to 50 pounds.
- Forklift experience preferred but will train.
- Individual must have reliable transportation to and from work.
- Candidate must pass a pre-employment background check and pre-employment drug screening.
- Starting wage is \$20.00 per hour.

Note:

- Permanent, part-time position. No benefits.
- Hours: 24-28 per week
- Days: Monday-Thursday
- Daily Schedule: estimated 8:30-4:00pm most weeks



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- Somewhat flexible within the hours; schedule will be provided in advance
- Beginning in December, one week a month will require later shifts estimated at 12:30pm-8:00pm
- Shifts may be adjusted as necessary

Please apply through our Indeed posting:

<https://www.indeed.com/jobs?q=Second+Harvest&l=Pasco&vjk=e341fdf19293f5de>

All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, creed, marital status, age, the presence of any sensory, physical, or mental handicap, status as Vietnam era veteran or disabled veteran, or because of an individual's sexual orientation.