

Department/Division: Food Shelf/Thrift Shop
Reports To: Food Shelf & Thrift Shop Coordinator
Supervises: None
Status: Part-Time, Non- Exempt
Duty Station: Food Shelf/Thrift Shop, Waverly, MN



Food Shelf & Thrift Shop Assistant

Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency's goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The role of the Food Shelf and Thrift Shop Assistant is to assist with the on-going planning, implementation, tracking & operation of WCCA Food Shelf and Thrift Shop. Assist with the training and coordination of the Food Shelf/Thrift Shop volunteers as assigned by the Food Shelf and Thrift Shop Coordinator to ensure proper procedures, routines and client interactions are implemented.

Education and Experience

- High School diploma/GED
- Experience working with or as a volunteer for a charitable organization.

Required Skills and Abilities

- Ability to work with volunteers and community service workers in the effective delivery of community based programs.
- Ability to work independently with verbal direction and minimal supervision.
- Ability to communicate effectively with low-income participants and to take written and/or online applications for assistance.
- Must be able to use a computer and data-entry software in daily record keeping.
- Must have access to transportation for essential job related travel.
- Must be able to lift a minimum of 50 pounds.
- Ability to speak and read Spanish is highly desired

Essential Job Functions and Responsibilities:

1. Support and model WCCA's Behavioral Competencies:

Making People Matter	Organizational Success
Commitment to Mission, Vision and Values Advocate for the People We Serve Accessible and Open to the Public Commitment to High Quality Honest, Fair & Trustworthy Respect and Value Others' Perspectives Foster Feelings of Hope	Continuous Learning/Development Display Leadership Qualities and Ownership Process Improvement Efficient Use of Resources Support Diversity and Understand Related Issues Teamwork/Cooperation Recognize Others' Achievements
Job Effectiveness	Open to Change
Planning/Organizational Skills Sound Judgment & Effective Decision Making Productive and Results-Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Display Initiative	Resilient in the Face of Challenges Focus on Longevity/Sustainability Resolve Conflicts Constructively and Collectively Support Others Creativity/Innovation Positivity

2. Specific Responsibilities:

- Assist with the maintenance of facilities, equipment and operations at the Thrift Shop in a safe, clean, orderly, secure, non-threatening manner.
- Conduct accurate, computer-generated record keeping systems for all activities and services to remain compliant with funder requirements.
- Assist in the recruitment, onboarding and supervision of the network of volunteers that are essential to the operation of food shelf/thrift shop programs and services and maintain a positive environment that fosters volunteer engagement and retention.
- Assist with documenting hours of volunteers and community service workers.
- Assist with the delegation of all volunteer tasks including stocking shelves, client assistance, merchandising, cleaning routines, etc.
- Assist with daily banking and preparation of reports.
- Assist with bi-annual inventory when directed.
- Assist with outreach, recruitment & distribution of public information for programs & services needed by Low Income residents.
- Perform all other duties as assigned.

Physical Requirements and Working Conditions

Job Specific Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Sitting		X		
Standing/Walking			X	
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing up to 50 pounds				X
Grasping/Feeling: Must be able to write, type, and use phone system				X

Statement of Understanding:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



September 1st, 2019

Approved By: Executive Director/Date



September 1st, 2019

Approved By: ADA Compliance/HR Director/ Date

Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: _____

Employee Signature

Employee's Name (Printed)