

**Community Action Program of East Central Oregon
(CAPECO)
Job Description**

POSITION:	Food Program Assistant
Supervised by:	Program Manager & Program Director
Department:	Food & Nutrition
Classification:	Part-Time (32 hours/wk)
Position Status:	Non-Exempt
Location:	Pendleton Warehouse
Salary Level/Wage:	Range 5 - Amount \$11.28/hr
Benefits:	Life Insurance, 401K Plan and Sick

POSITION OVERVIEW:

Requires operation of a cargo van, box truck, forklift, and various pallet jacks to safely load, transport, and unload food and related product. Product will be picked up from donors and distributed to partners and the community members within a four county service area. Perform other tasks and duties related to warehouse operations.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Operate a cargo van or box truck to pick up and deliver products. Ensure vehicle is properly loaded, secured, and within weight limits.
- Load and unload vehicle by hand, pallet jack, or forklift.
- Follow a schedule of pick-up and delivery; maintain record of pick-up and delivery activities, as well as other records such as mileage and temperature logs.
- Ensure proper implementation of procedures related to receiving incoming product and distribution of outgoing product.
- Complete all routes in the most efficient manner possible.
- Assists with a variety of warehousing duties that includes storing product using First In First out (FIFO) method, inventory counts, washing totes and maintaining cleanliness of the warehouse.
- Maintain cleanliness of vehicle and work space.
- Maintain equipment and report any equipment issues.
- Always provide exemplary customer service when interacting with all donors, partners, and community members.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

- A High School Diploma, GED or equivalent relevant work experience.
- Past experience picking up and delivering product is preferred.
- Must be able to lift up to 50 pounds on a daily basis.
- Basic math skills and legible handwriting.
- Good communication skills and ability to work individually and as part of a team.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision.

While driving, operators are exposed to noise and vibration levels which may be higher than those typically experienced in passenger cars. The employee will lift, and/or carry/move objects up to 50 pounds on a daily basis. The employee may be subject to long trips, tight delivery schedules, delays in route, and stresses and fatigue related to driving a commercial vehicle on highways in various weather conditions.

The employee in this position may spend up to 75% of time outdoors and be subject to temperature, weather, and outside environment extremes. Will be required to enter and exit coolers and freezers with temperatures ranging from -10 degrees Fahrenheit to 42 degrees Fahrenheit.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position.
- CAPECO is a drug free workplace and pre-employment drug screening will be required.
- Possession of or ability to obtain a valid Driver's License and insurable driving record is required.
- Required to maintain a Department of Transportation medical certificate.

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return the completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or hr@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

SIGNATURE

DATE

CAPECO is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, gender or gender identity, sexual orientation, disability, marital status, veteran status, genetic history, or any other protected status in accordance with applicable state and federal equal employment opportunity laws.