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## Repackaging/Volunteer Room Assistant

*Part Time*

*As the Repackaging Volunteer Room Assistant you will support the mission of The Food Bank by acting as a source of guidance and support for individual and group volunteers as they organize and package food. Your duties will engage your drive to connect the public with the mission of The Food Bank by using your superior customer service, organization, communication and problem solving skills.*

### Job Duties

- Assist with the coordination of volunteer projects
- Instruct and train volunteers on proper procedures and safe food handling practices
- Coordinate with teams within The Food Bank to ensure food safety, inventory tracking and staffing needs related to the Volunteer Room are met
- Work at all times to maintain the image of The Food Bank in a positive way by aiming to make volunteer experiences as positive as possible

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### Qualifications

- Must be courteous, friendly, polite, patient, and personable
- **Must be flexible and available to work 5pm-8:30pm Monday - Thursday and some Friday afternoons and Saturdays**
- Highly organized and detail oriented
- Take initiative and be able to solve problems
- **Comfortable instructing individuals and groups of up to 100 volunteers**
- Proficient in Microsoft office and basic computer skills