



Food Link Job Description

Title: Program Assistant
Classification: 15-20 hours Non Ex
Supervisor: Operations Coordinator
Schedule: Tuesdays 8:30 AM - 4:30 PM, Wednesdays 12:30 PM - 4:30 PM; Saturdays 10:00 AM - 4:30 PM

ABOUT FOOD LINK

Food Link is a non profit organization working to create a more equitable food system throughout Greater Boston by rescuing and distributing high quality, customized food to under-resourced communities and by advocating for systems change. Food Link envisions a world in which everyone has abundant nourishing food and a food system in which no edible food goes to waste. As an organization, Food Link highly values its employees and cultivates a collaborative environment, supports flexible work schedules, and promotes work/life balance.

JOB OVERVIEW/SUMMARY

The Program Assistant is a part-time position which provides operational support for the Food Rescue Program to ensure it runs smoothly. The Program Assistant monitors onsite operations to stay on top so things do not fall through the cracks during a busy day of food rescue. The position is 15-20 hours a week, with an average of 18 and works on-site in Arlington and at food pick-ups. The Program Assistant works closely with volunteers providing direction and assistance as needed. The Program Assistant is supervised by Food Link's Operations Coordinator and will work closely with the Operations Team.

ESSENTIAL JOB FUNCTIONS

90% Food Rescue Operations and Distribution

Food Collection, Organizing and Distribution:

- Ensures food safety and quality through sorting and date checking food
- Responsible for organizing dry and cold storage
- Develops understanding of recipient agencies and allocates food accordingly
- Periodically filling-in on pick-ups and deliveries

Facilities Maintenance:

- Monitor onsite equipment and reports issue to correct team members
- Completing end of day clean-up

Volunteer Management:

- Providing direction and assistance to volunteers
- Assisting with managing volunteer groups

10% Administration and Other**Administrative**

- Organize Food Rescue related record keeping
- Attend weekly operations meetings
- Attend monthly staff meetings
- Complete other roles and tasks as assigned by the Operations Coordinator

QUALIFICATIONS

This job requires a strong team player – someone who enjoys working with others and isn't afraid to get their hands dirty. You will spend a good portion of the day on your feet at our Hub ensuring food safety, preparing deliveries, working with a variety of people, and collaborating with the Operations Team.

- Self-starter, motivated, and energetic, with effective organization and time management skills
- Dedication to Food Link's mission and a passion for building a better food system
- Great customer service skills
- Excellent communication skills
- Ability to take direction, work independently and with a team
- Ability to lift 40 pounds repeatedly and be on feet all day required

ADDITIONAL INFORMATION

- Location: Work takes place on-site at 108 Summer Street in Arlington, MA
- Status: This is an at-will, non-exempt, part-time position
- Compensation: \$17/hr
- EOE: Food Link is proud to be an equal opportunity employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills and to cultivating an inclusive environment that encourages collaboration and creativity. However you identify and whatever background you bring with you, we encourage you to apply if you are excited about this position.

To Apply

Send your cover letter and resume saved as one file to: jobs@foodlinkma.org. Application deadline is March 24, 2023