

Food Recovery Program Assistant

About us: CROS has been feeding the hungry and food insecure in our community for 47 years. We operate food pantries throughout Palm Beach County and in Indiantown. A critical part of our food distribution is fresh produce. We use volunteers in our food recovery activities to rescue produce from farmer's fields and distribute it to feeding programs and meal kitchens county-wide. We are looking for employees that not only meet the requirements of the job, but also have a heart for fulfilling our mission.

Job Overview: The Food Recovery Program Assistant is a full-time, nonexempt position that reports to the Director of the Gleaning Program. The main responsibilities are volunteer management to ensure safe and successful food recovery activities and maintenance of equipment and supplies used in program operations. The work environment varies from farm fields to warehouses and offices. Workdays are Tuesday through Saturday. Hours are 7 AM to 3 PM, 35-40 hours per week. Beginning annual rate is \$39,520 to \$41,600 depending on experience. This is a nonexempt position; overtime is paid over 40 hours per work week.

Essential Functions

- Assist the Program Director with supervision and direction of volunteers in the field
- Responsible for prepping and loading trucks for dispatch to the field
- Responsible for transporting equipment and food product to partner distributors
- Responsible for following maintenance schedule for equipment and vehicles
- The responsibilities listed on this posting are not intended to be all-inclusive and additional responsibilities may be assigned as needed.

Education and Experience

- High School Diploma or GED plus five years related work experience
- Work experience with volunteer management a plus
- Agriculture background; knowledge of crop production, harvesting operations, and post-harvest handling of produce a plus
- Prior forklift certification a plus
- Must be able to be forklift certified
- Must be 21 years of age or older

Knowledge/Skills/Abilities

- Must have a valid FL driver license, clean driving record, one year US driving experience, and reliable transportation
- Must be able to pass local and federal background check
- Teamwork and communication skills
- Ability to understand and follow instructions to complete assigned tasks
- Ability to organize and prioritize work
- Ability to problem-solve, implement solutions, work independently
- Knowledge of applicable work environment safety rules a plus
- Basic math skills
- Bilingual Spanish and/or Haitian Creole a plus

Orientation Factors

- Must be able to lift and move 50 lbs. repetitively and up to a height of 4 feet to load a pickup truck

Must be able to repeatedly climb up into and out of the back of a pickup truck
Must be able to walk through uneven terrain at farm locations
Must be able to drive long distances to unfamiliar rural locations to scout gleanings locations
Must be able to drive a pickup truck through farm fields
Must be able to climb, crawl, and stoop to reach material; bend at the waist; kneel or crouch for extended periods of time; reach overhead, above the shoulders and horizontally
Must be able to withstand exposure to physical discomforts associated with changes in temperature and weather such as rain, heat or discomforts associated with noise, dust, dirt, and the like
Must be able to work in a fast-paced environment with diverse groups
Must be able to work on weekends
Must be able to climb stairs
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Benefits Summary

Employer provided health insurance (employer pays 80%)
Employer provided life insurance
Vision and dental insurance available
403(b) pension plan available
Section 125 (medical expense/childcare expense) plan available
10 vacation days/10 sick days per year

Organization Objective: CROS Ministries provides food for the hungry and the food insecure in collaboration with our partners in the community. CROS is supported by churches, synagogues, community groups and private individuals throughout Palm Beach County and the Treasure Coast, all of whom share in this common goal.

Expectation for All Employees: All employees will support the organization's mission, vision, and values by exhibiting the following behaviors: professionalism, excellence and competence, collaboration, innovation, respect individuality of others, commitment to our community, accountability, and ownership of actions and decisions. All employees will demonstrate support of the organization through commitment to policy, safety and security, and compliance. All employees are expected to participate in organization events and support organization program operations.

Mail or e-mail a letter/e-mail of intent, resume, and a **completed** employment application. CROS' employment application form can be found on our web site at www.crosministries.org or call our office at 561-233-9009.

CROS Ministries
ATTN: Meredith Caldwell
3677 23rd Ave. S., #B-101
Lake Worth, FL 33461 OR

E-mail your submission to mcaldwell@crosministries.org

Submissions should have **all components**, as listed above, to be considered complete. This job posting will remain open until the position is filled.

It is the policy of CROS Ministries to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, disability, gender, veteran status, marital status, sexual orientation, age or other unlawful discriminatory characteristics as defined in federal, state, or local laws. All candidates are considered on the basis of individual character, qualifications, and abilities in relation to the requirements of the advertised position.