



Helping Hands Solution Center
PO Box 632
Sedro-Woolley, WA 98284

Emergency Food Bank Aide Needed

COVID-19 Disaster Recovery Temporary subsidized position

Name of Host Worksite: Helping Hands
Type of Business/Organization: Nonprofit Food bank
Business/Mailing Address: PO Box 632
City & Zip Code: Sedro-Woolley, WA 98284
Contact Name & Telephone: Rick Baillie 360-856-2211
Contact e-mail: rebeccas@helpinghandsfoodbank.org

Disaster Relief Job/Project Title: Emergency Food Bank Aide
Worksite Location: 9386 Fruitdale Rd, Sedro-Woolley, WA 98284 (Private property)
Projected project duration: Present through 03/01/2022
Number of participants working on site: 10
Name of Supervisor: Eric Baillie
Name of Alternate Supervisor: Erik Larsen
Contact Phone during work hours: 360-856-2211
Preferred method of contact: Email

JOB DESCRIPTION

GENERAL – The negative economic impact of COVID-19 has led to a massive increase in demand for food and hygiene items. To help meet this need, Helping Hands ramped up our services to operate an Emergency Food Bank. Since April 2020, demand for our services has been 750% higher than pre-pandemic. The Emergency Food Bank Aide will increase our capacity to serve by allowing us to collect, unload and stock more food and hygiene donations. Additionally, they will help with the packing of food boxes, the movement of stock and the operation of the drive-through Emergency Food Bank. They will also help with administrative jobs and duties. This position will strengthen our ability to feed hungry families.



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WAGE/SALARY – Full Time/Part time, Temporary,
TBD **BENEFITS** – L&I Insurance, FICA, WPFM; paid holidays

WORK SCHEDULE – 40/25 hrs/week,

Monday through Friday. We are operating 7am-7pm; schedule will be worked out at time of hire. Need flexibility.

Start Date: 04/01/2021 End Date: 10/01/2021

DUTIES AND RESPONSIBILITIES –

SCOPE OF POSITION:

Responsible for picking up food donations for the food bank from various locations and unloading them. Stocking and storing the food properly and completing paperwork daily. Preparing boxes for distribution. Setting up, operating and breaking down Emergency Food Bank. Logging client information, phone answering, reception work and data entry.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist pick up food donations as assigned
- Maintain daily work and vehicle logs
- Keep the truck clean and organized in the cab and in the back
- Maintain all food donation receipts and turn them into the supervisor's office
- Keep the foodbank & containers clean, neat and organized
- Apply best practice measures in maintenance of food storage
- Apply the first-in, first-out method of inventory
- Monitor food bank inventory on a daily basis
- Ensure that stock is dated, and that food is properly cooled
- Prepare food boxes/bags
- Set up drive-through food bank: set up canopy tents, tables, coolers, food boxes and bags
- Distribute food boxes/bags adhering to the established guidelines



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- Break down drive-through food bank: tear down canopy & tables etc., put away perishable food and coolers
- Assist with seasonal programs and special events
- Perform other duties as requested

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Detail oriented and attention to detail
- Self-starter
- Team player
- Effective time management with good organizational skills
- Strong use of the English language in verbal communication
- Ability to work in a fast-paced environment and maintain poise under pressure
- Must exercise patience and be personable at all times
- Ability and willingness to keep information confidential
- Ability and willingness to record hours worked by clocking arrival, departure, and mealtimes on time clock
- Must have a valid Washington State Driver's license and ability to pass TSA MVR check and in-house driving test
- Must complete and adhere to Protecting the Mission requirements and guidelines, including the ability to pass a background check
- Must abide by all policies and procedures as set forth in The Teammate Handbook

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to climb stairs
- Ability to grasp, push, pull objects such as boxes, tables, and reach overhead
- Ability to operate telephone
- Ability to stand for prolonged periods of time on a hard surface
- Ability to work in an outdoor environment and remain productive during a variety of weather conditions including but not limited to heat, cold, wind, rain, and snow



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- Ability to lift, push, and pull up to 40 lbs. repetitively
- Ability to understand written information
- Ability to operate a motor vehicle

Qualified individuals must be able to perform the essential duties of the position with or without accommodations. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

DRESS CODE – Dress appropriately for the weather, in clean clothing suitable for manual labor. Closed toe shoes only.

EQUIPMENT PROVIDED – None

APPLICABLE SAFETY PROCED Follow all COVID health and safety policies URES FOR THE WORKPLACE – Follow Teammate Handbook, Follow all COVID health and safety policies.

To apply, please email a resume to director@helpinghandsfoodbank.org. If an updated resume is unavailable, please call (360) 856-2211 to set up an appointment with a staff member.



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Emergency Food Bank Programs Assistant Needed

**COVID-19 Disaster Recovery
Temporary subsidized position**

Name of Host Worksite: Helping Hands
Type of Business/Organization: Nonprofit Food bank
Business/Mailing Address: PO Box 632
City & Zip Code: Sedro-Woolley, WA 98284
Contact Name & Telephone: Rick Baillie 360-856-2211
Contact e-mail: rebeccas@helpinghandsfoodbank.org

Disaster Relief Job/Project Title: Emergency Food Bank Programs
Assistant

Worksite Location: 9386 Fruitdale Rd, Sedro-Woolley, WA 98284 (Private
property)

Projected project duration: Present through 03/01/2022

Number of participants working on site: 10

Name of Supervisor: Eric Baillie

Name of Alternate Supervisor: Erik Larsen

Contact Phone during work hours: 360-856-2211

Preferred method of contact: Email

JOB DESCRIPTION

GENERAL – The negative economic impact of COVID-19 has led to a massive increase in demand for food and hygiene items. To help meet this need, Helping Hands ramped up our services to operate an Emergency Food Bank. Since April 2020, demand for our services has been 750% higher than pre-pandemic. The Emergency Food Bank Programs assistant will increase our capacity to serve by allowing us to collect, unload and stock more food and hygiene donations. Additionally, they will help with the packing of food boxes, the movement of stock and the operation of the drive-through



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Emergency Food Bank. They will also help with administrative jobs and duties. This position will strengthen our ability to feed hungry families.

WAGE/SALARY – Full Time/Part time, Temporary,
TBD **BENEFITS** – L&I Insurance, FICA, WPFM; paid holidays

WORK SCHEDULE – 40/25 hrs/week,

Monday through Friday. We are operating -8am to 4pm; a schedule will be worked out at time of hire. Need flexibility.

Start Date: 04/01/2021 End Date: 10/01/2021

DUTIES AND RESPONSIBILITIES –

SCOPE OF POSITION:

During the COVID-19 Pandemic, Helping Hands served over 700,000 individuals in the 2020 calendar year. From offsite distributions in Sedro-Woolley, Marblemount and Anacortes, to assisting other food banks, to home deliveries the need is greater than it has ever been. This position is for a Programs Assistant. A Programs Assistant helps staff and volunteers in operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answering email and phone calls from the public
- Maintaining participant database
- Keep the facility clean and organized
- Maintain resource guides
- Update the in-house software data entry
- Call other organizations and update resources
- Set up appointments for participants
- Help in warehouse when slow
- Assist with getting supplies and restocking
- Receptionist duties
- Perform other duties as requested



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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Detail oriented and attention to detail
- Self-starter
- Team player
- Effective time management with good organizational skills
- Strong use of the English language in verbal communication
- Ability to work in a fast-paced environment and maintain poise under pressure
- Must exercise patience and be personable at all times
- Ability and willingness to keep information confidential
- Ability and willingness to record hours worked by clocking arrival, departure, and mealtimes on time clock
- Must complete and adhere to Protecting the Mission requirements and guidelines, including the ability to pass a background check
- Must abide by all policies and procedures as set forth in The Teammate Handbook

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to climb stairs
- Ability to grasp, push, pull objects such as boxes, tables, and reach overhead
- Ability to operate telephone
- Ability to stand for prolonged periods of time on a hard surface
- Ability to work in an outdoor environment and remain productive during a variety of weather conditions including but not limited to heat, cold, wind, rain, and snow.
- Ability to lift, push, and pull up to 10 lbs. repetitively
- Ability to understand written information
- Ability to operate a motor vehicle

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order meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

DRESS CODE – Dress appropriately for the weather, in clean clothing suitable for manual labor. Closed toe shoes only.

EQUIPMENT PROVIDED – None

APPLICABLE SAFETY PROCED Follow all COVID health and safety policies URES FOR THE WORKPLACE – Follow Teammate Handbook, Follow all COVID health and safety policies.

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Emergency Food Bank Development and Administrative Assistant Needed

COVID-19 Disaster Recovery Temporary subsidized position

Name of Host Worksite: Helping Hands
Type of Business/Organization: Nonprofit Food bank
Business/Mailing Address: PO Box 632
City & Zip Code: Sedro-Woolley, WA 98284
Contact Name & Telephone: Rick Baillie 360-856-2211
Contact e-mail: rebeccas@helpinghandsfoodbank.org

Disaster Relief Job/Project Title: Emergency Food Bank Development
and Administrative Assistant

Worksite Location: 9386 Fruitdale Rd, Sedro-Woolley, WA 98284 (Private
property)

Projected project duration: Present through 03/01/2022

Number of participants working on site: 10

Name of Supervisor: Eric Baillie

Name of Alternate Supervisor: Nichole Long

Contact Phone during work hours: 360-856-2211 **Preferred method of
contact:** Email

JOB DESCRIPTION

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WAGE/SALARY – Full Time/Part time, Temporary,
TBD **BENEFITS** – L&I Insurance, FICA, WPFM; paid holidays

WORK SCHEDULE – 40/25 hrs/week,

Monday through Friday. We are operating 7am-7pm; a schedule will be worked out at time of hire. Need flexibility.

Start Date: 04/01/2021 End Date: 10/01/2021

DUTIES AND RESPONSIBILITIES –

SCOPE OF POSITION: During the COVID-19 Pandemic, Helping Hands served over 700,000 individuals in the 2020 calendar year. From offsite distributions in Sedro-Woolley, Marblemount and Anacortes, to assisting other food banks, to home deliveries the need is greater than it has ever been. This position is for a Development and Administrative Assistant. A Development and Administrative Assistant helps the staff with:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work closely with the development staff to schedule and maintain social media campaigns that help to achieve marketing goals
- Develop monthly reports on emerging social media trends that will be submitted to the management and executive teams
- Monitor the organization's social media accounts and offer constructive interaction with users
- Manage social media policy, procedures and best practices for branded social media accounts, escalating issues appropriately
- Assist in the development of marketing materials
- Supporting staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors



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- Coordinate identification and relationship building with key donors and groups
- Tracking and evaluating all development efforts
- Maintaining donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Data entry for adding participants and donors into databases
- Answering phone and emails from participants, donors or volunteers.
- Assist Volunteer coordinator with daily tasks
- Assist Programs Manager and Operations manager with daily task.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Detail oriented and attention to detail
- Self-starter
- Team player
- Effective time management with good organizational skills
- Strong use of the English language in verbal communication
- Ability to work in a fast-paced environment and maintain poise under pressure
- Must exercise patience and be always personable
- Ability and willingness to keep information confidential
- Ability and willingness to record hours worked by clocking arrival, departure, and mealtimes on time clock
- Must have a valid Washington State Driver's license and ability to pass TSA MVR check and in-house driving test
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PHYSICAL REQUIREMENTS:

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- Ability to climb stairs



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- Ability to grasp, push, pull objects such as boxes, tables, and reach overhead
- Ability to operate telephone
- Ability to stand for prolonged periods of time on a hard surface
- Ability to work in an outdoor environment and remain productive during a variety of weather conditions including but not limited to heat, cold, wind, rain, and snow.
- Ability to lift, push, and pull up to 10 lbs. repetitively
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