

Job Description: CC Market Specialist
Department: Family and Youth Intervention
Last Revised: 12/2021

Definition

The Food Bank Specialist is responsible for the Children's Cabinet Market which provides food, hygiene and clothing assistance to clients of the Children's Cabinet. The Specialist will replenish and restock the Market. Duties also include maintenance of the Market, scheduling pick-ups and deliveries and data collection. This is a fulltime position and will report to the Program Manager.

Work Hours:

Monday – 8 am – 5 pm
Tuesday – 8 am – 5 pm
Wednesday – 9 am – 6 pm
Thursday – 9 am – 6 pm
Friday- 8 am – 5 pm

Duties

- Receive referrals from Case Managers and follow-up with the referred clients;
- Obtain Food Bank specific data from clients, families;
- Respond to client's questions about resources in the community by coordinating with Cabinet Case Managers and/or Program Manager;
- Enter client specific food bank data into Penelope (database);
- Enter daily client information in OneDrive (excel spreadsheet)
- Assemble food, clothing and or hygiene as requested by clients;
- Set up delivery and/or pick up times;
- Maintain an inventory in the Children's Cabinet Market which includes: ordering food from the food bank, picking up at the distribution center and partnering agencies;
- Inform Program Manager when low on products;
- Stock shelves and remove empty boxes;
- Monitor temperatures of the refrigerator and freezer;
- Enters updates regarding inventory into spreadsheet;
- Set up deliveries and coordinate with delivery staff;
- Must be able to work with volunteers;
- Submits monthly reports to the FYI Program Manager;
- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas;
- Perform other duties as assigned.

Entry Level Qualifications Needed

Knowledge of

- Family and youth relationship issues.
- Appropriate interactions with youth and families.
- Community Resources

Ability to

- Keep appointments punctually, be organized and demonstrate follow through.
- Learn new ideas and skills by reading and with hands-on-training.
- Express ideas clearly and concisely both orally and in writing.
- Problem solve in stressful situations.

Special Requirements

- High school/GED required.
- Bilingual preferred.
- Able to pass complete background check.
- Must possess a valid Nevada Driver's License, and have current insurance if using a personal vehicle for company work;
- Must be able to perform data entry (approx. 15% of the day).
- Must be able to lift and carry 50 lbs.
- Must be able to walk up and down stairs.

The Children's Cabinet is an equal opportunity employer and encourages persons to apply regardless of their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, veteran status, age, political affiliation or beliefs, or other protected status.

It is the policy of the Children's Cabinet, Inc. that all employees are employed at will of both the employee and the Children's Cabinet.