

WELD FOOD BANK  
JOB DESCRIPTION

Job Title: Summer Feeding Assistant  
Reports to: Kitchen Manager

**Summary:** Assemble and distribute children's summer feeding meals.

**Essential Duties and Responsibilities:**

1. Adhere to Core Values of the Weld Food Bank
2. Comply with all Weld Food Bank, Feeding America, and AIB food safety standards.
3. Follow established safety guidelines to ensure the safety of co-workers, volunteers, and visitors to the building.
4. Ensures safe food handling procedures are followed at all times
5. Ensure food and supplies meet specifications on the inventory sheet
6. Must be able to use a pallet jack properly
7. Must use First in First Out method when building the site pallets
8. Ensure all pallets are built with correct items and quantities.
9. Ensure all products are properly packed. Cold Hold and frozen items are in coolers/bags with ice packs
10. Must label pallets correctly to ensure the site gets the correct pallet
11. Help with loading the pallet items and checking to ensure all products are correct when the volunteers/drivers arrive to pick up the site's products.
12. Assist with building pallets for Grab and Go Meals
13. Promote the mission of Weld Food Bank in all dealings with the public.
14. Foster a team effort and work with staff and volunteers to promote a clean, safe, and positive work environment
15. Other duties may be assigned as needed

**Qualifications:**

Must be able to lift 40 pounds. Demonstrate basic communication and problem-solving skills.

Revised: April 2024