

## CATHOLIC CHARITIES OF SOUTHEAST TEXAS

### Job Description

**Position:** Stock Clerk– Market to HOPE

Salary Range: N-2

Job Classification: Hourly Temporary Part-Time

**General Description:** Responsible for assisting with the replenishing of items to the pantry from the warehouse, curbside delivery of groceries into clients' vehicles. The Market to HOPE Assistant serves clients of all religious, racial, ethnic, and cultural backgrounds.

#### **Organizational Relationships:**

Reports to: Market to HOPE Program Director

Also works with the President/CEO, Vice President of Programs, Office Manager, Receptionists, other agency staff, volunteers, vendors, and clients.

#### **Essential Duties and Responsibilities:**

- Select and gather products to pack grocery carts after reviewing daily cart items with Program Associate or Director.
- Transport packed carts to clients' cars in accordance with guidelines provided.
- Assists the Program Associate or Director with organizing the pantry or warehouse areas.
- Maintain compliance with food handling requirements as established by USDA, state, county, and city health departments, and the Southeast Texas Food Bank. Ensure rotation of warehouse and pantry stock as appropriate using the first in, first out (FIFO) method with the exception of short dated inventory that should be distributed before product expiration.
- May support Program Associate and Director with inventory management to include preparing lists of items needed, counting inventory, organizing storage in warehouse (pallet racks, coolers, and freezer) and market (shelves, coolers, bins), posting needed signage so that merchandise is easily stored and located, complete warehouse and store resets in accordance with food safety requirements.
- With oversight and guidance from the Program Director, may receive and store deliveries and donations; unload delivery trucks and various donations throughout the day.
- Maintain all Feeding America, Southeast Texas Food Bank, USDA, and public health department requirements and guidelines.
- Obtain Civil Rights and Food Handler (Learn2Serve) training within 30 days of hiring and maintain thereafter.
- Attend periodic training or workshops as needed and relative to the position.
- Perform other duties as required by the Program Director, Vice President of Programs, or President/CEO, such as preparing for, attending and/or supporting special events and projects. Examples include: assisting with outreach activities, participating in staff retreats, United Way or other Funders' visits, agency fairs and speaking engagements, as deemed applicable.

#### **Nonessential Duties and Responsibilities:**

Performs other duties as assigned by the Program Director, Vice President of Programs and President/CEO.

**Supervisory Responsibilities:**

This job has no direct supervisory responsibilities.

**Minimum Education:**

High school diploma or GED preferred.

**General Qualifications:**

- Background in grocery store or warehouse inventory/merchandising or related experience.
- Ability to lift 50 pounds numerous time throughout the day, and occasionally lift 60-100 pounds with or without assistance. It is the responsibility of each individual to never lift beyond his or her own safe lifting limit. If an item is too heavy to lift, push or pull, and / or carry, the employee must break the box down into lighter, smaller, more manageable components, or ask for assistance from another employee or volunteer.
- Civil Rights Certification and Food Handler's Certification or ability to obtain these certifications within 30 days of employment.
- Ability to work evenings and weekends.
- Demonstrated sensitivity to diverse cultures.
- Must have adequate/available and reliable transportation.
- The employee must provide a copy of their valid state identification card or driver's license and proof of personal automobile insurance to the Administration Office.

**Equipment Used:**

Telephone, copier, grocery carts, hand truck, trash compactor, bailer, pallet jack.

**Working Conditions:**

Work is carried out in a controlled, agreeable environment as generally represented by normal grocery store or warehouse conditions. May be asked to work at special outreach events and food distributions that take place at other locations throughout the 9-county service territory.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent exposure to refrigerators (39 degrees) and freezer (below 0 degrees), loud noise and wet conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Contacts:**

Requires contact with clients, prospective clients, staff, and volunteers.

**Physical Demands:**

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 duties.

Ability to lift 50 pounds numerous time throughout the day, and occasionally lift 60-100 pounds with or without assistance. It is the responsibility of each individual to never lift beyond his or her own safe lifting limit. If an item is too heavy to lift, push or pull, and / or carry, the employee

must break the box down into lighter, smaller, more manageable components, or ask for assistance from another employee or volunteer.

Must be able to work in a fast-paced environment. Constant walking, reaching at waist, grasping, frequently pushing / pulling with arms. Ability to stand, reach overhead, reach at shoulder, reach at knee, reach at floor, bend, stoop, squat, crouch, kneel, crawl, climb stairs, climb ladders, pivot, twist, pinch, perform fine motor movements

Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

**Mental and Aptitude Requirements:**

Job requires ability to hear and speak and perform basic math calculations.

**Work Performance Measures:**

- Must report to work on time.
- Must dress appropriately.
- Must keep all work accurate and current.
- Must adhere to agency employee handbook of personnel policies.
- Must be knowledgeable of the program, its requirements, functions, and status, etc.
- Must treat people with dignity and respect. Inspire the trust of others. Work ethically and with integrity.
- Must be responsible for protecting the confidentiality of information that may be of a personal or sensitive nature pertaining to employees, clients and/or the overall Catholic Charities agency.
- Must have flexibility in scheduling, availability for evening and weekend commitments.