**Prairie Five CAC, Inc.**
**PO Box 159**
**Montevideo, MN 56265**

# JOB DESCRIPTION

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| **POSITION TITLE:** | **Chippewa County Food Shelf Support Staff** |
| **RESPONSIBLE TO:** | **Prairie Five Meals Director** |
| **WORK SITE LOCATION:** | **Montevideo Office** |
| **STATUS:** | **Part Time (20-25 Hours per week) with the possibility of going full time.** |

## GENERAL RESPONSIBILITIES:

This position will work with the Chippewa County Food Shelf. Responsibility will be to gain increased support for the food shelf through volunteer and community engagement; oversee daily food shelf operations and recruit/schedule/train volunteers. Responsibility for all of the above-related activities will be under the direction of the Prairie Five Meals Director.

## JOB FUNCTIONS:

A. Clerical Support
- Ordering product for the food shelf
- Maintain records for Food Rescue
- Report and track all statistics monthly
- Supervise the monthly record keeping and donations.

B. Donation and Fundraising
- Coordinate activities and fundraising for the food shelf
- Solicit donations from businesses, churches and organizations to promote the food shelf and outreach for other Prairie Five Programs.
- Maintain and create new relationships with agencies and organizations that provide food and other resources.
- Engage in community activities and promote Prairie Five Programs
- Track donations

C. Volunteer Supervision
- Recruit, Train, Schedule and Supervise volunteers.

D. Other
- Confidentiality is REQUIRED
- Demonstrate a willing acceptance of instructions from Prairie Five Outreach Coordinator and Nutrition Director, demonstrate self-direction in utilizing time
- Willing to accept additional responsibilities.

**SKILLS:**
Experience and interest in working with people from diverse backgrounds
Good oral communication, supervisory skills and public relations skills
Record keeping and clerical duties including Phone, Computer/Data entry skills-mandated

**QUALIFICATIONS:**
Lifting up to 50 pounds and must be able to stand on feet to work.
Ability to travel

**WORKING CONDITIONS:**

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be all inclusive. Employee will perform other reasonable, related business duties assigned by immediate supervisor.

This job description does not constitute a written or implied contract of employment and may be revised by the agency at any time.

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

EOE/AA/ADA