

JOB DESCRIPTION

JOB TITLE: Hunger Services Assistant

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Hunger Services

REPORTS TO: Director of Hunger Services

EFFECTIVE DATE: 2/1/25

The Martin Luther King, Jr. Community Center in Newport, Rhode Island is seeking one part-time Hunger Services Assistant for the daily Breakfast Program.

The Breakfast Program at the MLK is a free breakfast program offered to the community, Monday through Friday. While this program primarily serves the unhoused, like all programs at the MLK, all are welcome to attend. It is our belief that no one, particularly in our community, should go hungry.

SUMMARY:

This position is responsible for assisting with all facets of the assigned program which include food inventory, stocking, loading/unloading truck, set-up/breakdown, etc.; interacting with clients, staff, volunteers and other community organizations.

DUTIES AND RESPONSIBILITIES:

- Oversees the daily breakfast program
- Assists/ participates with all facets of the Hunger Services program execution.
- Receives and processes donations and deliveries.
- Drives the Center vehicles when necessary.
- Works as a team member with MLK Center staff and particularly the Hunger Services staff.
- Performs phone work, and data entry.
- Shops at local merchants for pantry product.
- Stocks, and sorts the pantry.
- Performs light cleaning, and box recycling.
- Assists with other hunger services programming.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- **Certificates, licenses and registrations required:**
 - Valid driver's license and good driving record.
- **Computer skills required:**

- Internet Software;
- Database Software;
- Word Processing Software (Word);
- Electronic Mail Software (Outlook);
- **Other skills required:**
 - Able to perform rigorous physical duties: lifting, carrying, moving items, climbing in/out of box truck and van, etc.
 - Have courteous and intuitive interactions with clients.
 - Possess strong communication skills.
 - Possess strong organizational skills.
 - Have a strong desire to learn.
 - Be sensitive to cultural and economic diversity.
 - Microsoft Office proficiency is necessary.

COMPETENCIES:

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand.
- Continually required to walk.
- Occasionally required to sit.
- Continually required to utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- While performing the duties of this job, the noise level in the work environment is usually loud
- The employee must frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include: (Select applicable) close vision; distance vision; color vision; peripheral vision; depth perception and ability to adjust focus