TOWN OF GUADALUPE, ARIZONA

Community Action Program Assistant

DEPARTMENT: Community Action Program (CAP)

CLASSIFICATION: Part-time 20 hours/week

FLSA DESIGNATION: Hourly/Non-Exempt

Monday 8am-11 (3), Tuesday 5am-12 (6), Wednesday 8-12 (3) Thursday 8-11 (3), Friday 8-12 (4)

WAGE: $15.00-$16.00 per hour

REPORTS TO: Community Action Program Director

WE ARE SEEKING

Our focus is providing exceptional customer service and bringing value to those in need with food, utilities, and shelter services, which makes this position a great opportunity for professional growth and gaining direct, hands-on community service experience. CAP is looking for someone highly energetic to join our team and serve as our program assistant to support our mission of improving quality of life for Guadalupe residents.

ABOUT YOU

This job is for you have a passion for helping others with a focus on social and human services. The assistant is innovative, takes initiative, and works to exceed customer needs by building productive relationships. In this role, you will actively participate as a member of a team to achieve CAP goals and produce quality of life outcomes. Applicants should be able to proactively plan and manage time for program resources, ensuring that duties and responsibilities are completed efficiently.

POSITION DESCRIPTION

This is a part-time entry level position which works up to 20 hours weekly. This job is responsible for aiding the director by providing assistance in all aspects of CAP including food pick up, inventory, and food distribution, product inventory and stocking; program events as well as possible resident transportation and support for food delivery. This position performs food pantry work for the program and public. Like all positions in CAP, this job requires interaction with members of poverty groups and the public. Assignments are routine, described in detail, received, and reviewed by the director.

ESSENTIAL FUNCTIONS AND DUTIES

Under the direction of the administrator:

- Take temperatures on all refrigerators and freezers and record in daily log;
- Pick up rescued food, sort food, store food in freezers and/or refrigerators;
- Assist by stocking cleaning and hygiene supplies for community members, providing weekly inventory as needed;
- Provide some home distribution of food to vulnerable clients;
- Keeps director informed of needs of residents of the service target area;

- Meeting food bank delivery for Tuesdays at 545am, assist with food box creation, distribution, and labeling (date and product) of food on freezers and refrigerators as well as shelves for community hygiene and cleaning supplies;
- Stage food boxes for CAP daily, ensuring core items are in the box;
- Assist with senior food box distribution and reminder/status phone calls to elders
- Responsible for logging pest control visits, cleaning of facility, collaboration with town housekeeping;
- Help organize weekly food distribution program food boxes per appointments
- Assist in programing and staffing Town and CAP special events.
- Assist with creating specific food for unsheltered persons, ensuring supplies of water and hydration.
- Maintain constructive relations with supervisors and make suggestions for improving services and operations of the department.
- Other duties that may be assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION: Some college level course work in hospitality, logistics, nutrition, social services, human services, or public health is preferable. Any combination of education and experience which provides the knowledge, skills and abilities required to perform the work may be substituted. An Arizona food handler card will be required upon employment as well as learning operation of the pallet jack. Applicants will also need to complete a screening via the DES Central Registry for Child Abuse as well as apply and receive an Arizona Department of Public Safety Fingerprint card as part of the hiring process.

REQUIRED KNOWLEDGE:

- General knowledge of the principles, practices, and methods of community social services, human services, or public health;
- Information and awareness of municipal operations as well as government systems and programs;
- Record keeping, compliance, inventory, and some filing procedures;

EXPERIENCE REQUIRED: One year of experience working with food in grocery store/restaurants environments, plus some college course work in sociology, human services, or public health preferable. Related experience, such as a VISTA Volunteer, may be substituted for education. Municipal experience valuable as well as work with nutrition, food security/hunger, supplies, hygiene products, and logistics.

SKILLS / ABILITIES:

- Ability to read, write, and speak Spanish and English fluently, translating as needed. Bilingual in Yaqui preferred.
- Ability to work in a dynamic, fast paced environment with competing priorities and time demands.
- Ability to maintain complete and accurate records on a daily basis.
- Ability to establish and maintain effective working relationships with a variety of clients from poverty groups such as elderly and those without housing and physically/mentally challenged.

- Ability to use personal computers and basic office equipment such as phones, scanner/copier, cell phone, and USBs.
- This position may require use of Town vehicles on related business. Individuals must be physically capable of operating the vehicles safely, possess a valid Arizona driver's license and have a good driving record.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REPETITIVE MOVEMENT: This position will require lifting of heavy boxes containing food and supplies of up to 50+ pounds, movement of tables and chairs in preparation for activities and events, and the ability to set up and take down equipment (tents, outdoor coolers) for events and activities. Also, repetitive movements standard in office-related activities such as note-taking, and talking in person and via telephone.

COMMUNICATION: Ability to effectively communicate politely in English and Spanish in emails, other written documents, and verbally. Yaqui language skills preferred.

HEARING: Able to understand simple and advanced conversations, give and receive direction, and understand the spoken word at normal levels of hearing.

VISUAL ABILITIES: Average, ordinary visual acuity necessary to prepare and inspect written documents or work products or operate machinery.

PHYSICAL STRENGTH: Active work. Ability to lift 25-50+ lbs. frequently, requiring physical abilities to lift boxes, move furniture and set-up and disassemble equipment before and after events and activities.

WORKING CONDITIONS

- No hazardous or significantly unpleasant conditions exist.
- Some positions will require the performance of other essential and marginal functions depending upon needed work location, assignment, or shift.
- Some extreme heat and work outside in early morning cold/darkness

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MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals with divergent and often strong and vocal viewpoints. Appropriate sensitivity and respect for clientele.

LOGIC: Ability to perform basic math, weight and understand daily operations, logistics, project planning, and basic human service terminology.

LANGUAGE: Ability to use an active English & Spanish vocabulary effectively verbally and in writing. Yaqui language skills also preferred.

EMOTIONAL INTELLEGENCE: Ability to work with respect towards authority with a high level of cooperation and dedication to the role and community to be served.

Positive attitude, “can do” approach, and optimistic thinking is sought and highly desired.

CULTURAL AWARENESS: Sensitivity for ethnic and cultural diversity as well as differences in gender, culture, and beliefs. Experience working with tribes beneficial.

PERFORMANCE MEASURES

-Number of families served for food distribution, number of pounds of food delivered, project score for compliance via Food Bank inspections, customer service feedback
-Number of hygiene and cleaning bags provided to the public upon request
-Number of food boxes created during the week and disseminated on Tuesdays
-Cost of food purchased by town and totals for inventory
-Number of homeless picking up food and/or snack bags and supplies (forthcoming)

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist to ensure that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that essential functions and basic duties have been included. Peripheral tasks, incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform positions. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisor as appropriate.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which may impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

TO APPLY:

Complete the Town of Guadalupe Employment Application, include a resume, cover letter and submit to procurement@guadalupeaz.org. Title email: Guadalupe CAP Assistant Application.

ADVERTISEMENT LANGUAGE: COMMUNITY ACTION PROGRAM ASSISTANT- The Town of Guadalupe, Arizona is looking for a Community Action Program Assistant to provide support services as part of the CAP Team. The position is hourly and subject to overtime if qualified. Position is subject to funding availability. Open until filled. Town of Guadalupe is an Equal Opportunity Employer. www.guadalupeaz.org

8/19/22