Distribution Specialist Job Description
Reports to: Agency Care Coordinator/Director of Programs

Organizational Background: The Imperial Valley Food Bank's mission is "Fighting Hunger – Bringing Health and Hope to the Imperial Valley." Based in Imperial, IVFB coordinates with 70 other nonprofits to provide millions of pounds of food to upwards of 25,000 people each month. IVFB is a member of the California Association of Food Banks and is associated with Feeding America.

Job Purpose: The Distribution Specialist is a part-time position of six hours daily. The right person for this job enjoys working alongside a team and performing various distribution duties, including operating electric pallet jacks and hand trucks.

Duties and Responsibilities

At Distributions
- Assist at various food distributions around the county, including availability early morning
- Assist scanning client cards for proper identification and access to food
- Help direct volunteers
- Be able to lift at least 30 pounds easily
- Assist in cleanup of site following the close of each distribution and return to the Food Bank

At Warehouse/IVFB - Aten Road Facility
- Assist in preparing orders for the next day's distribution
- Assist in conducting inventory
- Assist local agency representatives in picking up orders; may include writing and signing invoices
- Assist in compiling data and reporting
- Other duties as assigned

Preferred Qualifications:
- Must be able to read, write and communicate in English; bilingual in Spanish helpful
- Basic math skills to ensure accuracy of orders
- Attention to procedures; ability to follow verbal directions and written instructions
- Flexible work schedule, including occasional weekend work
- Good customer service skills
- Some understanding and previous use of technology
- Class C Driver's License with good driving record
- Able to lift a minimum of 30 pounds repeatedly
- Treat fellow community members with dignity and respect
- Happy to be a part of an organization that gives back to the community