



Clackamas Service Center (CSC) Job Posting

Position Title: Temporary Grocery Program Assistant (To begin as soon as possible, until June 30, 2025.)

Salary: \$25-28/hr depending on experience, nonexempt. \$1/hr increase available for Spanish fluency.

Hours: Part-time, up to 32 hours/week. Monday- Friday 9am-5pm, or as arranged with Food Operations Director

Location: On-site; Clackamas Service Center, 8937 SE Jannsen Rd, Building D, Clackamas, OR 97015

Reports to: Food Operations Director

About CSC:

Clackamas Service Center (CSC) is an inclusive community center for individuals and families seeking food relief and resources for improved health, dignity, and stability. We are based in Clackamas County, and serve community members within the county and the surrounding area. Visit our website for more information: cscoregon.org. This position is based out of our Food Hub/Warehouse location.

Position Summary:

We are looking for a friendly and helpful Grocery Program Assistant at the Clackamas Service Center! The Grocery Program Assistant will coordinate grocery deliveries, help schedule grocery shopping appointments, assist shoppers during their appointments, replenish groceries, and prepare groceries for distribution events. As a Grocery Program Assistant, you will play a key role in designing a smooth shopping and grocery delivery experience for community members and work closely with volunteers to create a welcoming and inclusive space.

Primary Position Duties:

- Assist with grocery deliveries and distributions
 - Create and schedules home delivery routes
 - Be on call when volunteer drivers are out on delivery to navigate issues as needed
 - Help coordinate food box production
 - Coordinate up to 25 deliveries weekly to households in Clackamas County
 - Communicate with clients via phone and email about deliveries
 - Replies to phone, online, and email requests and questions professionally and in a timely manner
 - Maintain and update grocery lists for distribution events.
 - Help prepare groceries to go out for distribution.
- Assist with grocery shopping appointments and pick-ups
 - Collect shopper information at check-in
 - Prepare grocery shopping space for shoppers and restock food pantry as needed
 - Assist shoppers as needed while grocery shopping.
 - Monitor grocery email to coordinate grocery shopping appointments.
 - Coordinates the restocking and rotation of food & non-food inventory
- Be able to work independently in a warehouse environment.
- Be willing to collaborate with other volunteers and staff
- Communicate with volunteers about delivery routes
- Collaborates and works well with small staff, volunteers, community partners, and larger community organizations
- Prepares and maintain accurate records, documentation, reports, and communications



- Manages and maintains confidential and sensitive information
- Assists warehouse team as needed
- Performs other duties as assigned by the Food Operations Director

Desired Knowledge, Skills, and Experience

- Knowledge of safe food handling practices
- Lived or professional experience with marginalized populations, or passion to learn
- Effective communication skills, including the ability to interact well with the organization's community of staff, volunteers, members, and guests
- Second language abilities are welcome.

Physical Requirements

- Prolonged periods of standing and sitting.
- Ability to lift 40 lbs and other mild to moderate activities

COVID-19 Vaccinations

CSC requires staff be fully up to date on COVID-19 vaccines.

CSC is proud to be an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our services will be. CSC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, veteran status, disability status, or other applicable characteristics protected by law. Employment is decided based on qualifications, merit, and organizational need.

Please submit a resume and cover letter (1-page max) addressed to Mira Glasser at apply@cscoregon.org with the subject line [Last Name, Temporary Grocery Program Assistant].