

Lamoille Community Food Share - Operations Associate
Part-Time (20-25 hours/week, primarily mornings)

Position Overview:

Under the direction of the Operations Manager, the Operations Associate supports the food program, pantry maintenance, and daily operations at Lamoille Community Food Share (LCFS), a non-profit focused on hunger relief in Lamoille County.

Key Responsibilities:

- **Food & Inventory Management:**
 - Picking up and transporting to LCFS product donations and orders from donors utilizing the organization's vehicle.
 - Ensure pantry and storage areas meet food safety standards.
 - Weighing and temping (as needed) all donations received.
 - Assist with stocking inventory
 - Transport product between the LCFS storage facility and pantry
- **Data & Reporting:**
 - Maintain temperature logs, and MealConnect logs.
 - Support the Operations and Program Managers to set program goals, track progress, and evaluate outcomes.
- **Community & Vendor Relations:**
 - Maintain positive relationships with food vendors and suppliers.
 - Participate in community and donor events, as needed.
- **Customer Service:**
 - Assist neighbors and volunteers to ensure smooth registration and food access.
 - Contribute to a collaborative and professional work environment.
 - Be responsive to calls, emails, and drop-ins from community members and vendors.
- **Operations & Maintenance:**
 - Assist with regular cleaning of the pantry and storage facility
 - Ensure vehicle maintenance is conducted on time and as needed.
 - Helping onsite with daily operations
- **Other Functions:**
 - Contribute to a safe, dignified, and welcoming food access environment.
 - Perform other tasks as assigned by the Operations Manager.

Qualifications:

- Ability to maintain accurate records and manage multiple tasks.
- Ability to work effectively with a diverse group of people, including staff, volunteers, vendors, and community members.
- Basic computer proficiency.
- Possess and valid driver's license and "low risk" driving record.
- Able to safely lift up to 50 lbs.
- Experience with food programs and/or service programs a plus.

Benefits:

- 40 hours paid time off annually
- 8 paid holidays annually
- Opportunity to impact the local community

This position offers an opportunity to make a direct impact on the local community while co-leading a passionate team in advancing LCFS's mission to combat hunger.