



**Job Title:** Food For Kids Assistant – Part-time  
**Classification:** Non-exempt  
**Department:** Food For Kids (FFK)  
**Reports to:** Director of Food For Kids

**This is a temporary fall position with the possibility of renewal in the spring**

**Job Summary:**

*Kids Cafe® (KC):* Kids Cafe provides nutritious snacks and meals to children aged 5-18, of whom 50% or more qualify for free or reduced-price lunch, at existing Washington, D.C. Metropolitan Area after-school programs in safe, accessible community locations. The Food Bank also offers KC sites support by providing opportunities for nutrition education and community enrichment.

*Weekend Bag Program (WB):* The Weekend Bag Program distributes 5-7 pounds of shelf-stable food ensuring that children who rely on free and reduced school breakfasts and lunches have food to eat on the weekend. Each week, more than 1,000 child-friendly bags are packed by groups of volunteers and delivered by Food Bank trucks for distribution on Fridays.

The FFK Assistant assists with packing food orders and special projects including planning a special event in October, helping with holiday projects in November and December, and helping sites obtain fire and health inspections.

**Major Responsibilities/Activities:**

- Support and promote the mission of the Capital Area Food Bank;

Warehouse duties

- With the team, pack food orders twice a week to ensure complete food orders are prepared and delivered each day;
- Receive safe food handling training and exercise safe food handling practices;

Administrative duties

- Assist the DC and MD Kids Cafe Coordinators to get Kids Cafe sites in compliance with new Child and Adult Care Food Program regulations, requiring sites to have updated fire and health inspections. This may include visiting sites, visiting government offices, and making follow-up phone calls to both entities as needed;
- Help plan, organize, and execute the 2-day Community Forum meetings;
- Assist the team with collecting holiday orders, ordering food, and organizing all holiday related food projects for Kids Cafe and Weekend Bag sites;

Community work

- As needed, participate in site visits in our community;
- Other responsibilities and duties as needed to maintain a well-run program.

**Minimum Requirements:**

- A 4-year college degree in a related field or currently enrolled in a program;

- 1-3 years of related work experience preferred.

**Knowledge, Skills, Abilities:**

- A commitment to social justice and mission of the Food Bank;
- An individual who is highly motivated;
- Excellent written and verbal communication skills;
- Organizational and project management skills;
- Flexible and adaptable and able to multitask in high stress situations;
- The ability to read maps;
- Proficiency in Microsoft Word and Excel;
- Work efficiently, reliably and independently;
- Work with a team of people of all cultures, races, faiths, life styles and age groups;
- The ability to lift 40 lb boxes and carry equipment and supplies.

**Essential Physical Functions:**

- Physical activities involve sitting for 50-70% of the work day.
- Two times weekly, lifts food and supplies up to 40 pounds during packing.

**Work Environment:**

- Work takes place in the office, warehouse, and community.
- 15 hours between Monday – Friday from 8:30 am to 5:00 pm; at least two days available in the morning for packing; extended hours for site visits and for special events.
- Preferred start date of August 30<sup>th</sup>. This is a part-time temporary position, \$12/hour, from August to December, with the possibility to renew for the spring semester. Start and end dates are flexible.

**EOE**

[www.capitalareafoodbank.org](http://www.capitalareafoodbank.org)

***Note:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*