



**Position Title:** Food Market Assistant Manager

**Department:** Programs

**FLSA Status:** Full Time

**Location:** Hastings, Nebraska

**Reports to:** Food Market Manager

**Date Created:** May 2024

**Position Summary:** The Food Market Assistant Manager executes all food operations of Catholic Social Services in Hastings in cooperation with the Food Market Manager which includes the St. Anthony Food Pantry, Food Recovery Program, and the Open Table Sack Lunch program.

**Essential Functions:**

- Assist in the coordination of the assembly, delivery, and storage of sack lunches through volunteers and local churches and businesses.
- Supervise the distribution of sack lunches Monday through Friday 12 - 4 pm.
- Supervise and assist in the Food Recovery Program which includes all grocery store pickups and all food route deliveries.
- Assist in the supervision of all volunteers in food related operations.
- Maintain cleanliness and organization of food pantry areas.
- Assist in the coordination with other program staff of any food-related operations for special events, including events such as food drives, Thanksgiving and Christmas giveaways.
- Represent, communicate, and integrate authentic Catholic teaching in the provision of volunteers, clients, and community engagements.
- All other duties as assigned.

**Preferred Competencies:**

- Self-motivated
- Communication; written and verbal
- Cooperation
- Teamwork

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.

- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

**Qualifications:**

High School Diploma; or equivalent experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 50 pounds.

**Working Environment:**

While performing the duties of this job, the employee is working in both indoor and outdoor working conditions. The noise level in the work environment is usually moderate.

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