Job Description – Operations Assistant/Driver

Position: Operations Assistant/Driver

Classification: Full-Time Hourly

Application Instructions: Send a cover letter and resume to Deputy Executive Director, Haile Gebregziabher at haileg@shepherdstable.org

Reports To: Deputy Executive Director

Supervises: Volunteers

Salary: $22 per hour (approximately $45,760 per year)

Date: April 2024

**Position Summary:**

If you're driven by a commitment to ensuring the safety and well-being of individuals in need and have a knack for operational excellence, you may be the ideal candidate for the role of Operations Assistant/Driver at Shepherd's Table. In this position, you'll play a vital part in maintaining a safe and welcoming environment for our meal guests, overseeing meal service operations, and ensuring compliance with health and safety regulations. This staff member is the primary driver for the Beyond the Table Mobile Meals Program delivering meals to partner organizations daily.

**Essential Duties & Responsibilities:**

Meal preparation and Service

* Serve as the primary driver for the Beyond the Table Mobile Meals Program which sends packaged meals to partnering organizations daily.
* Make sure that delivery vans are clean, fueled and well maintained.
* Provide security for meal service monitoring the meal line and dining room before and during meal service.
* Monitor the parking lot area and keep it safe and free of alcohol and drugs.
* With the Meal Services Team, ensure that the kitchen area, food storage. area, laundry, and chemical storage area are maintained and cleaned to Montgomery County’s health code and in-house standards.
* Ensure that the ST portion of the facility both inside and out is maintained, cleaned, and welcoming, and that health and safety regulations are adhered to.
* Provide cleaning and maintenance coverage during regular scheduled service and in emergency situations such as snowstorms.
* Ensures that snow and ice are removed from the sidewalks during inclement weather.
* Provide simple maintenance repairs as needed.
* Supervises volunteers as needed

Resource Management

* Greet all donors with respect and kindness and ensure that all donations are recorded, and donors receive a donation slip.
* Stock donations in a timely fashion
* Remove trash and recyclables in a timely fashion.
* Ensure that all trash receiving areas are clean in a timely manner.

**Qualifications:**

* Current driver’s license and safe driving record
* Ability to operate a large cargo van and minivan to make daily meal deliveries
* Knowledge of safety procedures, crowd-control techniques, and conflict de-escalation techniques
* Excellent communication skills
* Knowledge and experience with cleaning and maintaining large facilities
* Knowledge of food safety regulations
* Ability to work with a diverse population
* Ability to lift and move up to 50 pounds
* Ability to supervise volunteers

**Education and Experience:**

* 1- 2 years security and/or customer service experience
* Driving experience and safe driving record
* High school diploma
* 1 – 2 years of building maintenance /cleaning experience
* Experience working with vulnerable, adult populations and those experiencing homelessness and hunger is a plus

**Disclaimer:**  
The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of normal responsibilities from time to time as needed.

Shepherd’s Table is an equal opportunity employer. All applicants are considered without regard to race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, veteran status, or any other discriminatory factors prohibited by law.

Shepherd’s Table requires that all employees be fully vaccinated against COVID-19 unless the employee is entitled to accommodation for reasons related to a medical condition, disability, or sincerely held religious belief.  Qualified applicants must comply with this vaccine policy as a condition of employment.