



## **KACS Career Opportunity: Operations Assistant**

KACS has an opportunity for someone to join the Food Cupboard Team! Please share this with your networks and help us in the recruitment process.

The Operations Assistant is a full-time position, *who must be proficiently bilingual in Spanish.*

KACS offers the following benefits for full-time employees:

- Health Insurance Plan
- Dental Insurance Plan
- Employee Assistance Plan
- \$20,000 Life Insurance Plan
- SIMPLE IRA Retirement Plan (KACS matches up to 3%)
- Partial Cell Phone Reimbursement
- Generous paid time off, along with 12 paid holidays

*To apply, please email the materials listed below to Leah Reynolds, Executive Director.*  
[Leah@KACSImpact.org](mailto:Leah@KACSImpact.org)

1. Resume
2. Cover Letter
3. Diversity Statement
4. Professional References (3)

Thank you for being so helpful in getting the word out!

**Deadline is November 19, 2024.**

### **Position Summary:**

Kennett Area Community Service (KACS) is seeking a dedicated and hardworking **Operations Assistant** to join our team. This role is essential to the smooth operation of our food distribution services in the Food Cupboard. The Operations Assistant will be responsible for assisting in managing inventory, receiving and unloading deliveries, and organizing food items to ensure efficient and effective distribution to our participants. This position will also maintain the cleanliness of the buildings.

### **Key Responsibilities:**

- **Unload and Organize Deliveries:** Receive trucks and deliveries of food and supplies, ensuring accurate and efficient unloading.
- **Operate Warehouse Equipment:** Use pallet jacks and other equipment to transport inventory as needed.



- Drive for Food Donations: Safely operate a box truck or van to pick up food donations or rescue from local partners.
- Inventory Management: Assist in overseeing and organizing inventory to maintain accuracy and facilitate timely distribution.
- Stocking and Preparation: Assist in stocking shelves and preparing food items for distribution.
- Warehouse Maintenance: Maintain cleanliness and organization within the warehouse, coolers, and parking spaces.
- Effective Communication: Work collaboratively with team members to ensure efficient operations.
- Safety Compliance: Follow all safety procedures to uphold a safe work environment.
- Support Team Tasks: Fulfill additional tasks as directed by the Operations Coordinator or other team members.

Building and Grounds Maintenance:

- Clean and Sanitize: Perform regular cleaning tasks, including vacuuming, mopping, dusting, and sanitizing surfaces. Including common areas, offices, and restrooms.
- Waste Management: Empty trash from offices and common areas.
- Outdoor Maintenance: Keep outdoor grounds litter-free. Keep parking areas free from trash, pallets, etc.
- Inventory of Cleaning Supplies: Coordinate with the Administrative Assistant to reorder supplies as needed.
- Restock Toiletries: Ensure restrooms are stocked with essentials such as toilet paper, paper towels, and hand soap.
- Health and Safety: Follow health and safety guidelines when handling cleaning chemicals.

**Requirements:**

- *Required, Proficient bilingual Spanish/English*
- Ability to lift and carry up to 50 pounds.
- Preferred experience using pallet jacks and other warehouse equipment (training can be provided if necessary).
- Valid driver's license and ability to drive a box truck and van for food rescue pickups.
- Strong organizational skills and attention to detail.
- Ability to work efficiently both independently and as part of a team.
- Flexibility to adjust to the needs of the warehouse environment.