



**POSITION: Grocery Rescue Lead (AmeriCorps Service Member)**

**REPORTS TO: Food Services Coordinator**

**Position Description:** The Grocery Rescue Lead is responsible for assisting in the efficient operation of the Immanuel Community Services Food Bank, organization of the Pantry and picking up donated food from area partners.

**ABOUT IMMANUEL COMMUNITY SERVICES:** Immanuel Community Services strives to alleviate the effects of poverty, hunger, homelessness and addiction by providing community-based social services to those in need through four programs in the Cascade Neighborhood of South Lake Union in Seattle. Through our Hygiene Center, Food Bank, Recovery Program Shelter and Community Lunch, we strive to build relationship and be a place where people can become connected and involved. We work together to maintain dignity, rekindle hope and create a community of belonging.

**AMERICORPS POSITION:** This position requires you to serve a minimum of service hours and requires successful completion up to your term of service end date.

## **MAJOR RESPONSIBILITIES**

### **Grocery Rescue/Pick-ups:**

- Pick-up or supervise the pickup of food items from various suppliers for distribution by ICS, using the ICS van or other approved transportation.
- Ensure that the Food Pantry and other ICS property are maintained according to public health standards in regards to Food Bank operations and ICS Food Service.
- Receive, sort, and evaluate food and other donations. Store them in a safe, orderly and hygienic manner in the appropriate section of the Pantry.
  - This includes bagging food as needed and cleaning storage areas, walk-in cooler and freezer.

### **Volunteers:**

- Supervise volunteers in their various functions in Grocery Rescue operations.
- Work with Food Services Coordinator to maintain accurate records including volunteer information and hours.

### **Van Use:**

- Drive 15 passenger van to pick up and transport food donations.
- Maintain accurate records of van mileage and turn in to Food Services Coordinator monthly.
- Ensure that van is available and in good working order after Grocery Rescue (gas, etc.).
- Ensure that van is kept clean and locked after use.

### **Other:**

- Maintain healthy and efficient relationships with staff, volunteers and community partners.
- Follow policies and procedures of Immanuel Community Services.

- Keep in communication via phone, email and meetings with the Food Services Coordinator on a regular basis to evaluate and maintain operations.
- Ensure that required reports are completed and turned into Food Services Coordinator on a regular basis.
- Other duties as assigned.

**POSITION REQUIREMENTS**

- Ability to work independently and work in conjunction with the Food Services Coordinator and Food Bank/Grocery Rescue volunteers.
- Strong skills in space efficiency, organization and cleanliness.
- Good communication skills, both written and verbal.
- Must be comfortable working with diverse populations including homeless and low-income people in our community and possess excellent interpersonal skills.
- Must agree to a comprehensive background check.
- Must have King County Food Handlers permit or get one within 30-days of employment (this can be done online).
- Must maintain a valid WA state driver’s license and clean driving record.
- Ability to lift 50 lbs. repetitively.

**COMPENSATION & COMMITMENTS (ALL COMPENSATION THROUGH AMERICORPS):**

- **Compensation:** Monthly stipend of \$3,143.24 provided by AmeriCorps
- **Hours:** 40 hrs/week, Friday –Tuesday (days off Wednesday & Thursday), 1,700 hours required by the end of the term of service
- **Term of Service:** September 1<sup>st</sup>, 2022 – May 15<sup>th</sup>, 2023
- **Benefits:** As provided by AmeriCorps: health insurance, eligibility for an Education Award of \$6,195 upon completion of service term – usable for trade school, college, or to pay off student loans.
- We have implemented strict sanitation and hygiene protocols in all programs, practice social distancing, require hand washing/sanitization, require masks, etc.

**To apply, please send resume to:**

Immanuel Community Services  
 1215 Thomas Street  
 Seattle, WA 98109  
 (206) 622-1930 x 109  
[info@icsseattle.org](mailto:info@icsseattle.org)

Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status or any other class protected by law.