
Family Resource Center- Food Resource Specialist
Position Reports To: Family Resource Coordinator**POSITION SUMMARY**

This position will support the Family Resource Center (FRC) at the Community Education Building (CEB) to coordinate and schedule families for and our food pantry service and deliver food to families taking part in meal benefit programs. This will be a part-time position of up to 20 hours weekly during afternoons and early evening hours (potentially extending to Saturday).

PERSONAL TRAITS AND STRENGTHS

- Organized
- Excellent communication and people skills
- Team Player
- Ability to multi-task and adapt to change quickly
- Timely and reliable
- Flexible
- Excellent oral and written communication skills
- Excellent scheduling skills

KEY SKILLS AND EXPERIENCE

- Previous experience in food handling or warehouse is helpful
- Previous customer or social services experience is a plus
- Experience/knowledge of driving in Wilmington/New Castle County, DE

KEY ROLES AND RESPONSIBILITIES

- Operate the CEB vehicle to deliver food products to families in Wilmington/New Castle County, DE area
- Support team with scheduling families for visits
- Support with maintaining visitor log
- Be a representative of the CEB's mission and facilitating the food delivery program in a respectful, non-judgmental manner
- Load orders and deliver product to families
- Follow and maintain schedule for deliveries
- Responsible for keeping vehicle clean and neat while maintaining vehicle logs
- Support with on-site pantry needs as available

EDUCATION AND QUALIFICATIONS

- Must have a current valid driver's license;
- Commercial Driver's License (CDL) preferred, but not required;
- Must be able to lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds;
- Ability to read, write, speak English language;



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- Bilingual Spanish/English preferred
 - Must pass criminal background check

EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY

Please email a cover letter and resume to Aryn Barreiro at abarreiro@cebde.org with the subject line "Food Resource Specialist."

