



Food Bank Youth Assistant Helpline House

Work Ready Bainbridge is a summer employment and workforce certification program connecting local youth employees (ages 16-24) with employers and the local business/nonprofit community on Bainbridge Island. Some employers may offer more than 20 hours per week or additional weeks beyond the standard eight week internship. To qualify for the completion certification and \$500 scholarship, all youth employees must attend the three required professional workshops.

Location: Helpline House, Bainbridge Island WA

Terms: 20 hours/week for 8 weeks (Thursdays and Fridays are required)

Salary/hourly rate: Hour/\$17 per hour

Start Date: 6/10/2024 (date is flexible)

About the role:

The food bank youth assistant will assist the Food Bank Manager and adult volunteers in general operations of the Helpline House Food Bank. This position also includes overseeing the Kid's Pantry Program that provides a pre-packed bag of kid-friendly breakfasts, lunches and snacks for each child in addition to the head of household's weekly shopping during the summer months.

Basic Duties:

- Receive and organize purchased and donated food
- Inventory, sort, and shelve items intended for food bank use.
- Ensure inventory of the Kid's Pantry Program is maintained during the summer months.
- Collect, organize, and pack Kid's Pantry bags.

Candidate requirements:

- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks effectively.
- Ability to work independently, take initiative, and problem-solve.
- Strong sense of responsibility and work ethic.
- Capable of lifting at least 20 pounds.
- Knowledge of Helpline House philosophy and its operations is a plus, but not required.

