**Job Description**

**Title: Market Assistant**   
**Reports to:**Market Manager   
**Time Commitment**: Full-time 35-40 hours/week  
**Compensation:**  $17 hour. Position is also eligible for PTO, and a monthly healthcare allowance.

**FLSA status:** Non-Exempt   
**Job Location:**Poulsbo, WA (Remote work not possible)

**About Fishline:**

Fishline Food Bank & Comprehensive Services is a nonprofit organization that has supported the critical needs of our community in North Kitsap County for over 50 years by providing food, emergency services and resources to transform lives. Our vision is a community where a safety net exists for all people, which includes adequate food, shelter, healthcare, and employment. We are a small but mighty staff serving nearly 18,000 of our Kitsap neighbors each year.

**Position Summary:**

The Market Assistant will assist the Fishline Market and Facilities Manager (MFM) in performing all tasks related to food intake and outflow, as well as overall daily operation of the Market itself. This will include, but is not limited to, food safety best practices; workspace sanitization and upkeep; recording, weighing, sorting, stocking and display of grocery rescue, incoming food drives, Northwest Harvest, Food Life Line, Commodities, and individual donations. It also includes overseeing maintenance of building and vehicles. The Market Assistant will uphold and be exemplary of Fishline’s Culture of Respect by being respectful, informed, welcoming liaison between clients, volunteers, staff, and donor/community of shared partners.

**Responsibilities and duties:**

* Assist with communication to and training of Sorters/Stockers, Leads, Checkout and Reception Volunteers
* Assist with overseeing all health and safety protocols are followed in the Market
* Create a positive culture of teamwork within the Market, empowering volunteers to problem solve but serving as a mediator when needed
* Assist with dispatching volunteer drivers for daily and weekly grocery rescue pick-ups, food drives, and incidental pick-ups
* Acting as a backup driver when necessary
* Assist Market Manager with communicating volunteer scheduling needs within the Market to the Volunteer Coordinator
* Keep Annex storage building organized
* Cultivate an awareness of the Market workflow so that volunteers stay busy, take their breaks and are not overworked
* Ensure adequate training of volunteers in various Market positions, including mentorship of Lead Volunteers and facilitation of volunteer job shadowing
* Ensure regular maintenance is performed on all Fishline facilities. This includes HVAC, water, parking lot etc. This also includes overseeing ice and snow removal during inclement weather.
* Ensure vehicles, fork lift and other equipment are regularly maintained and meet safety requirements
* Create and maintain a well-stocked, friendly, respectful Market environment
* Oversee and assist with daily set-up of drive-up Market (post-COVID-19: daily set-up of free-choice, grocery style market, including using the “Fish bucks” system to manage inventory flow)
* Assist with tracking inventory, including stock rotation, organization, pacing, and purchasing
* Assist MFM with Food Lifeline and Northwest Harvest pick-ups and deliveries
* Collaborate with staff and volunteers on Market-related programs, like Food for Thought
* Assist with overseeing commodities, Northwest Harvest Bag, and the No Permanent Address package request processes from start to finish
* Ensure proper weighing and recording of all incoming food donations. Ensure that all individual food donors are thanked in the moment and offered a receipt
* Develop an understanding of Fishline’s database, Client Card, as it pertains to the Market
* Other duties as assigned

**Hours:**

Mon, Tues, Thurs, Hours 8:30am -5:30pm

Weds. Hours 9:00am- 6:00pm

Occasional weekend work

**Qualifications**

**Required:**

* Ability to stay positive, calm, and focused in a fast-paced, unpredictable environment
* Alignment with Fishline’s mission, vision, and values
* Must be able to perform physical requirements of job, including lifting (50 pounds), stooping, kneeling, and standing for prolonged periods of time
* Attention to detail
* Must be organized, have time management skills and able to oversee multiple projects
* Must be able to work with and motivate volunteers of all ages, personalities and special needs
* Analytical and problem-solving skills
* Team player
* Ability to communicate effectively, both orally and in writing
* Excellent computer skills
* Desire to work with a diverse community
* Excellent driving record

**Preferred:**

* High School Diploma
* Forklift experience. Certification a plus but will train.
* Bilingual or multilingual
* Experience in a food bank environment
* Food Handlers Certification
* Experience driving a Box Truck

**How to Apply**

How to apply: Email cover letter and resume to: Laura Olson: marketmgr@fishlinehelps.org

Please put: **Market Assistant** in the Subject line.