



*Feeding Families,
Nourishing Children.*

Snack Sack Assistant: 11:30am – 3pm

Overview:

Provide nutritious lunches to our local unsheltered demographic with compassion and impeccable customer service skills. Must be flexible in modifying lunch contents, due to diverse dietary restrictions. Background in mental health, de-escalation techniques and homeless outreach are helpful.

Lunch Contents:

- Bottled water
- Plastic spoon/fork
- Chips
- Granola bar
- Fruit (when available)
- Vegetable snacks (when available)
- Sandwich, salad or wrap
- Yogurt
- Cookie or single-serve dessert (when available)

Make sure ticket is filled out LEGIBLY & that recipients DO NOT HAVE AN ADDRESS. Snack sacks are only for friends living outside.

Opening:

- Go through contents in fridge, item by item. Discard expired products prior to shift.
- Record refrigerator temperature.
- **Restock all delivered incoming items requiring refrigeration immediately.** All non-perishable food must be kept 3" off the floor.
- Restock water, (non-spicy) chips, granola/power bars, yogurts, chilled beverages, sandwiches, wraps, single portion salads and single portion desserts (cookies, brownies, muffins, etc.).
- Prepare snack sacks with all contents except yogurt and deli item.
- Restock empty shelves with dog food, bread, soft fruits and feminine hygiene products. If you are busy and need help restocking, please let Wendy and/or other stockers know.
- Maintain a clean, organized and sanitary work space. If there are spills/leakage, wipe it up.
- Greet and engage with clients with respect and kindness. If you need help, find Wendy.

Closing:

- Spray and clean counters
- Empty trash & replace liner
- Discard recycling in corresponding bins
- Sweep
- Mop as needed
- Return all slips to the Front Desk
- Turn off refrigerator light