



Position Title: Hunger Relief AmeriCorps Member

Service Term Dates: February 1, 2019 – August 27, 2019

Service Term Type and Hours: Approximately 30 hours per week; Noon to 5pm

Locations: Feeding America Southwest Virginia Salem Warehouse at 1025 Electric Rd, Salem, VA (2 positions)

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### **Minimum Qualifications:**

All AmeriCorp applicants must adhere to the following minimum qualifications in order to qualify for service at Feeding America Southwest Virginia:

- Be at least 18 years or older.
- Be a US Citizen or Permanent Resident. Not be on the National Sex Offender Registry
- Not be convicted of Murder.
- Not be convicted of any crimes against Children.

### **Service Hours:**

Feeding America Southwest Virginia/Equal Heart AmeriCorps members serve the minimum number of hours for their respective member type. Members must also serve the entirety of their service term dates; completion of service term hours does not negate this. Weekly service hours include holidays off. AmeriCorps members may be asked to work days, nights or weekends. All members are expected to participate in centralized AmeriCorps trainings – including, but not limited to, initial kick-off training and Life After AmeriCorps Training. Members are also required to participate in national service days include 9/11 Day of Service, My Good Deed Day, Make a Difference Day, King Day or Service and National AmeriCorps week, if applicable.

### **Primary Duties:**

All member's activities are related to the helping to provide food to clients that are in poverty and facing food insecurity. Specific activities may vary by site and location. Members can expect to do the following:

- Assist with the Child and Adult Care Feeding Program (CACFP) including: delivery of meal orders to after-school feeding locations, conducting site monitors, assisting with administrative paperwork and addressing problems or concerns with site coordinators.



- Assist with meal preparation and service through the production kitchen and/or children's food truck, including inventory of items for the food truck and kitchen, pulling food to transfer to other location, and receiving and invoicing food items to appropriate programs.
- Assist with data entry, database management, and assisting partner feeding programs with obtaining food to feed clients in poverty.
- Work with our Culinary Arts Training program, which trains low income individuals culinary arts skills for employability, to provide recruitment, professional skill development, and connection with local employers. The member will work with another local non-profit to learn how to provide professional skill development to students that need additional skills to obtain and maintain employment in a culinary position that will provide a living wage to the student and their families.
- Work with the Programs Team and other Food Bank teams, as needed, to achieve our mission of feeding the hungry in Southwest Virginia.
- All members are expected to be able to lift boxes and containers weighing up to 50 pounds.

This job is highly interpersonal, and requires that members work well with others. Members must be able to accommodate changing work conditions and diverse points of view. Members must learn to balance both the program identity and the AmeriCorps identity.

### **Essential Functions:**

All members will be expected to adhere to the following expectations:

- Maintain responsible work habits, such as reporting for service on-time, staying on task, being friendly and helpful on site and in the community, and maintaining a professional manner and appearance.
- Members are required to complete and submit a bi-weekly timesheet to VP of Programs for signature and approval.
- Members are required to call in to the VP of Programs and any relevant staff when absent or late to the program or scheduled service event. Chronic tardiness and absenteeism is grounds for suspension and/or dismissal. Members who miss three (3) consecutive days or more of scheduled service due to illness or other compelling circumstance, such as a family emergency, must provide a doctor's note or other similar documentation explaining the reason for the absences.
- Members must have a strong commitment to community service, including communicating effectively with staff, other AmeriCorps members, community members and AmeriCorps staff.
- Members must exhibit a strong work ethic (attendance, record-keeping, completing time sheets in a timely fashion, etc.)
- Members are required to adhere to all codes of conduct and/or related policies and procedures of Feeding America Southwest Virginia, Equal Heart, and AmeriCorps.



- AmeriCorps members serving with Equal Heart through Feeding America Southwest Virginia sites have recurring access to vulnerable populations, and as such all members are required to undergo a three part National Service Criminal History Check. Their position is contingent on the results of this check.
- Members are required to wear the AmeriCorps logo at all times of service.

### **Housing:**

AmeriCorps members are responsible for finding your own housing. No housing allowance is provided.

### **Program Benefits:**

- AmeriCorps Members will be given a living allowance to be paid bi-weekly and will receive an education award to be made at the end of service.
- Experience in the nonprofit sector.
- Inclusion in the network of AmeriCorp Members and Alum.

### **How to apply:**

Please contact Amy Morgan at (540) 342-3011 or [amorgan@faswva.org](mailto:amorgan@faswva.org)

### **Disaster Relief Efforts:**

*In the event of a local, state or federal disaster declaration, AmeriCorps members may occasionally need to deploy to an affected area (in-state or out-of-state) to participate in response or recovery operations for up to 60 days. During this time, service hours spent in response to that event may be counted towards the total required member hours of a given member. Any given member will spend no more than 120 days on disaster related activities in a given member year without the prior consent of CNCS unless otherwise specified in the program's approved grant and program design (in the case of programs with a Disaster focus area).*

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*All of the above duties and responsibilities are essential position functions subject to reasonable accommodations.*

*AmeriCorps is available to all, without regard to religion, race, color, national origin, gender, political affiliation, disability, sexual orientation, creed or veteran status.*

*Feeding America Southwest Virginia is an equal opportunity employer.*