



Job Description

Job Description Title:	Administrative Support Staff	Primary Supervisor(s):	CEO
Location:	Gassaway	Travel Required:	Minimal
FLSA Classification:	Non-Exempt - Hourly	Position Status (FT, PT, etc.):	Part-Time
General Workday/Week:	Varies up to 28.5 hours per week (Primary Wednesday & Friday)	Physical Demands:	Low
Required Education and Experience:	Microsoft Office training, certification, or competency in Microsoft Word & Excel	Performance Expectations:	Optional

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Using hands to finger, handle or feel				X
Reaching with hands and arms		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing			X	
Tasting or smelling	X			
Driving		X		

This position is responsible for maintaining some records and files for Administration. Approximately 20 hours per week. Must be competent in Microsoft Office Programs, primarily Word & Excel.

Equipment Used: Computer/laptop, telephone, copier, fax, scanner, printer, related communications systems



Position Summary:

The Support Staff provides overall office and program support to the CEO and front office administration. This position will be involved in a range of activities including answering and directing phone calls, managing projects for senior staff, working with the development staff on campaigns, assist executive assistants by sorting mail, filing, greeting clients, scheduling meetings, and restocking supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer phones and greet clients warmly.
- Assist in filing duties.
- Reroute calls to appropriate people.
- Answer calls about the company.
- Help organize office activities.
- Operate office machines, copiers, scanners, fax machines, voicemail, and computers.
- Retrieve files for personnel.
- Take and deliver messages.
- Sort and distribute incoming mail.
- Restock supply closet with printing paper, ink, pens, paper clips, staplers, files, and folders.
- Participate in Food Safety Committee Meetings as record keeper.
- Assist administration in donation and volunteer entries into DonorPerfect system.
- Perform other duties as assigned.

Job Competencies:

- Passion, focus, and creativity around Food Bank vision, mission, and values.
- Strong work ethic with the ability to push things across the finish line to completion. Willingness to put in the work and complete according to specification.
- Teamwork- collaborator who enjoys working together to meet goals.
- Relationship Management- ability to work with team on multiple relationships-internal and external (staff, donors and member agency partners, etc.)
- Be able to assess situations to provide advice and feedback to make decisions.
- Positive Attitude- Ability to work through different circumstances (change of schedule, weather, etc.) with a positive attitude.

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