

Job Description: Operations Assistant

Organizational Role

The Operations Assistant executes daily food operations by providing assistance with daily meal packaging and volunteers along with providing facility maintenance and cleaning. This is an extremely physical job, requiring moderate to heavy lifting and almost constant movement. The Operations Assistant provides support across the entire organization, is on their feet most of the day, and provides great customer service to our many volunteers.

Qualifications

The Operations Assistant will have:

- Kitchen/Foodservice experience required
- Excellent organizational and interpersonal skills
- Must be very reliable and ability to work independently
- Must be able to lift heavy objects, i.e. full coolers and food storage containers

Professional Responsibilities

Cleaning

- Maintain a clean, sanitary, safe and organized manner, abiding by all health and safety regulations.
- Maintains floors to remove debris · Continually maintains cleanliness and equipment maintenance to include deep cleaning when necessary.
- All surfaces (tables, microwaves, countertops, refrigerator, rolling carts) need to be washed with soapy water and

Operations

- Ability to comfortably maneuver a dolly/hand truck.
- Ability to lift 50lbs .
- Able to stand for 8 hours a day.
- Must self-motivated and able to problem solve.
- Abide by DHEC food safety standards.
- Expedite LCFB and Verde meal deliveries
- Assist with the daily meal pack out and clean up
- Assist volunteer drivers with their coolers/meals as needed
- Provide great customer service
- Help with nutritional drink receiving and distribution

Security and Safety

- Ensure building and loading areas are safe and free of any hazards at all times

Supplies

- Ensure necessary supplies are stocked
- Inform Business and Operations Manager when supply levels reach 25%

Other various duties as needed i.e. assist with recipient needs, fundraising events, special requests.

The regular hours for this position are Monday-Friday, 6:30am-2:30PM. Full-time position with health insurance and 403B retirement plan. Salary: \$15-\$19/hour depending on experience. Projected start date: March 4, 2024

Please forward your resume for consideration to: Luna Velasquez , Business and Operations Manager, East Cooper Meals on Wheels, PO Box 583, Mt. Pleasant, SC 29465 or email to: lvelasquez@ecmow.org