

Park View Community Mission Food for Thought Associate

Description of Position

The Food for Thought Associate is responsible for unloading, receiving, and stocking donations. The student will assist with organization and data recording of all donations. The associate must be welcoming, hard-working and able to work well with staff members as well as volunteers. Hours of Operation are typically between 9:00am-4:00pm, Tuesday-Saturday.

The student will report to the Liberty University Federal Work Study Coordinator and Park View Director of Food for Thought. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Park View Community Mission
Food for Thought
2323 Memorial Ave Suite 27
Lynchburg, VA 24501

Job Responsibilities

- Assist in the organizational needs of the warehouse (sorting, moving product, weighing donations, etc.)
- Help to maintain records for inventory, food distribution, and children served
- Help with food bag packing sessions
- Assist in assembling bags for food allergies as needed
- Assist in the preparation of weekly food bag delivery
- Attend to areas of warehouse needing vacuuming and general cleaning
- Help to maintain and create data tracking on google docs when needed

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://careers.liberty.edu/?job_posting=R0001083.