

Catholic Charities of Orange County, Inc.
Job Posting for Temporary Positions Available
January 2021

Position Title: Food Distribution Worker – Temporary (15 hours per week)

Schedule: Tuesdays, Wednesdays and Thursdays, 7:00 a.m. – 12:00 p.m.

Position Summary:

Assemble grocery bags and perform other duties to support the food distribution process and warehouse operations. The position is in a fast-paced warehouse environment.

Essential Duties and Responsibilities:

Prepares items for food distribution.

Cleans and maintains storage area and keeps it stocked at all times.

Maintains effective relationships with co-workers, food suppliers, agencies and donors.

Interprets for clients as needed.

Assist with traffic control as needed.

Performs other related duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Age: Must be at least 18 years of age.

Education and/or Experience: High School Diploma or equivalent GED

Language Skills: Ability to effectively present information and respond to questions from managers, clients, customers, and the general public. Bilingual English/Spanish or bilingual English/Vietnamese preferred.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: In order to achieve our mission, those that work for our organization must have the willingness to learn and understand the teaching of the Roman Catholic Church so that the delivery of our services is consistent with those teachings.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job the employee is frequently required to stand and walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift, pull, carry and/or move up to 30 pounds and occasionally lift, pull, carry and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus. Must be able to work both inside and outside when performing job duties.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment is a fast-paced warehouse and the work may be outdoors. The noise level in the work environment is usually moderate to loud.

To: Apply: Please email Elena Schneider to request an application, eschneider@ccoc.org.

Volunteer Opportunity: If you are unable to commit to the work schedule but are available to volunteer in distributing food to families, please email Madie Fugate at Mdibb@ccoc.org, for more information.