



***"To Heal the Whole Family by Making a Better Tomorrow!!!"***

Community Care Development Network comprises leaders in the community to help develop and maintain local programs. Community Care Development Network is a faith-based non-profit 501c3 Organization specializing in healing and helping the whole family. Our purpose is to help heal the whole family through our community-based programs.

**Impact Areas: Family & Life Services, Mentoring, Education, and Community Outreach**

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**Position:** Community Food Hub Assistant-Internship

**Location:** 1920 Old Springville Road, Center Point, AL 35215

**Hours:** 20 hours a week

**Hourly Salary** Unpaid Internship

**Scheduled Days:** Monday - Thursday, 9:00 AM-2:00 PM, Monday-Thursday 10:00 AM-3:00 PM  
Occasional Fridays

**Reports to** the Administrative Operations Manager

We are looking for punctual candidates with good time management skills for the position of part-time community food pantry assistant. Assistants are responsible for assisting drivers with picking up and dropping off loads at our community food hubs and pop-up hubs, and assisting the community food hub manager with constructing food boxes. Community Food Hub Assistant will need to lift heavy objects and load them into vehicles, requiring upper body strength and physical stamina.

**Responsibilities:**

- Packing food boxes and rotating food products
- Adhering to safety procedures
- Maintain food safety logs
- Load and unload trucks must be capable of lifting 25-50 lbs
- Assist with delivering food hub packages to food hub sites promptly.
- Picking up building supplies, office supplies, and food hub supplies along with food hub manager.
- Interacting with staff, visitors, clients, students, and the public in professional conduct.
- Maintaining an organized schedule.
- Ensuring that food hub equipment is maintained and report if there is a problem with the equipment.

- Assist in cleaning the building including bathrooms, vacuuming carpeted areas, pulling trash, and sanitizing common areas.
- Ability to use dollies, carts, and pallet jacks.

**Additional Requirements:**

- A valid ID or driver's license.
- Reliable transportation.
- Adhere to CCDN Safety Guidelines
- Pass Drug Screening & Decent Background
- 1-year warehouse experience.
- Extensive knowledge of the operating area.
- Physical strength and ability to lift to 25-50 pounds.
- Excellent organizational and time management skills.
- Exceptional interpersonal skills.
- Good verbal communication.

**Applicants must complete an internship application see [www.ccommunitycaredn.org/about/employmentandinternships](http://www.ccommunitycaredn.org/about/employmentandinternships)**