Loaves & Fishes' mission is to give food with kindness and compassion to those seeking assistance while providing an opportunity for volunteers to serve their neighbors in Charlottesville and surrounding communities.

BILINGUAL INTAKE WORKER (Charlottesville)

Loaves & Fishes Food Pantry, a Charlottesville non-profit organization providing free groceries for people in Charlottesville and surrounding counties, is hiring part-time bilingual Intake Workers to register pantry visitors.

Intake workers go car-to-car in Loaves & Fishes' parking lot collecting each visitor's name, birthdate, address, telephone number(s) and/or email address, and monthly income, which determines their eligibility to receive the USDA food Loaves & Fishes gives out, plus the names, birthdates, and income of all their household members,

Qualifications:

- Must have advanced speaking/comprehension of English and Spanish, Dari, or Arabic
- Must be able to manage pantry visitor interactions diplomatically
- Must be willing to be trained to work in our online Link2Feed registration database and receive a brief training in USDA rules and regulations
- Must be able to communicate clearly with visitors while walking to each car in the parking lot and performing basic data entry into Link2Feed on a lightweight laptop.
- Intake workers are on their feet, outdoors, wearing masks, for the duration of a three-hour shift. In the case of weather that makes working on a computer outdoors dangerous, Intake or parking lot workers will give each household a paper registration form (available in English, Spanish, Dari, or Arabic) and complete data entry inside the building.
- Must be a minimum of 18 years old
- Shifts are three hours long, on Wednesday afternoons from 1:00-4:00 pm, Thursday evenings from 5:30-8:30 pm, and Saturdays from 9:00 am – 12:00 pm

Job Duties:

- Upon arrival, check for forms, pens, pencils, etc., and that laptop is charged.
- Put on reflective vest, name badge, and laptop carrier.
- Log onto laptop and into Link2Feed.
- Greet visitors with a pleasant attitude and introduce yourself. Be as discreet as possible when asking for their personal, confidential information. Do not discuss a visitor's information with anyone other than a staff member.
- Collect or review visitor's information in Link2Feed, affix a sticky note on each car's passenger window with the license plate number and any special needs (senior box, diapers, household size of 5+), and proceed to next car in line.
- Report to staff any visitors who have a complaint or whose behavior and actions seem to be affecting other visitors and volunteers.

Hours: 3-9 hours each week, in 1-3 shifts, depending on applicant's availability: Wednesdays 1:00-4:00 pm, Thursdays 5:30-8:30 pm, or Saturdays 9:00 am – 12:00 pm.

Wage: $11-$12/hour

Interested parties should email Jane Colony Mills at executivedirector@cvilleloaves.org to request and complete an application. No other applications will be considered.

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