

York County Food Bank JOB DESCRIPTION

Job Title: Senior Food Box Program Assistant
Department: Programs
Reports to: Senior Food Box Program Coordinator
Classification: Part time, temporary
Date: Oct 2025

Mission Statement:

The York County Food Bank's mission is to end hunger in York County by working with partner agencies to increase the quantity of—and dignified access to—high quality, nutritious food for everyone who needs it.

Job Summary:

The Senior Food Box Program (SFBP) Assistant plays a key role in ensuring timely, accurate, and customer-focused delivery of Senior Boxes via DoorDash. The Senior Program Associate ensures compliance with safety standards, optimizes delivery routes, and upholds the York County Food Bank's service quality and reputation. Works directly with the SFBP Coordinator.

Essential Duties and Responsibilities:

- Ensure safe and efficient delivery of neighbor orders within assigned timeframes while maintaining product integrity.
- Schedule deliveries based on location.
- Train, guide, and support new Adopt a Senior delivery volunteers in best practices delivering Sr. Boxes to senior neighbors.
- Communicate professionally with neighbors, resolve issues in real time, and represent the York County Food Bank's commitment to outstanding service.
- Maintain delivery equipment (bags, boxes, carts, etc.) in clean and working condition.
- Document delivery metrics, incidents, and feedback for continuous improvement.
- Follow all Sr. Box program, safety guidelines, and company policies.
- Provide operational support to the Sr. Program Coordinator. Assist with logistics coordination, order sorting, and inventory as needed.
- Other responsibilities, as required.

Job Specifications:

Education:

- High School Diploma or G.E.D. required
- Associates degree from an accredited college or university, preferred

Knowledge, Skills, and Abilities:

- Ability to work with a diverse group of individuals
- Strong written and verbal communication skills
- Effective interpersonal and problem-solving skills
- Familiarity and/or willingness to learn inventory systems & Microsoft Office & Outlook
- Strong math skills
- Spanish language skills strongly desired
- Ability to lift, push and/or pull up to 40 lbs
- Demonstrated ability to maintain a level of professionalism, promoting York County Food Bank's community spirit and mission.
- Committed to organizational mission of ending hunger

Other Requirements:

- Satisfactory safe driving record

Approvals:

Supervisor Signature

Date

President & CEO Signature

Date

The Duties and Responsibilities, Skills and Abilities listed above are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. The duties and responsibilities may be changed due to evolution of the position or to reflect the special abilities or disabilities of the person in the position.

I have read the above job description, understand the duties and responsibilities, can perform the duties and responsibilities with or without accommodation, and I support the mission of the York County Food Bank.

Employee Signature

Date

To apply: This is a part-time position without benefits. Interested applicants should email their resume with a cover letter and salary requirements to info@yorkfoodbank.org