



Job Description

Position Title: Gift & Mail Processing Assistant, –2022-2023
Classification: Non-Exempt, Temporary, 30 – 35 Hours Per Week
Term: September 2022 - Mid-January, 2023
Reports to: Database Administrator
How to Apply: <https://idahofoodbank.org/about/employment/>

JOB SUMMARY:

Assist with seasonal donation mail and gift processing. Duties include mail processing, sorting, batching, and filing of donation documentation and assisting with data entry; providing additional assistance with folding, stuffing, and postage/mailing of thank-you letters and correspondence. Other duties as assigned. Training and orientation provided.

SKILLS, EXPERIENCE & QUALIFICATIONS:

- Honesty and integrity are a must
- Ability to understand and maintain policies of confidentiality
- Proven track record of attention to detail, process, and accuracy
- Good organization and time management skills
- Self-starter, ability to work independently
- Problem solver
- Ability to prioritize multiple tasks and duties
- Must be familiar with Microsoft Office software
- Ability to interact with staff, volunteers, and the public with diverse backgrounds
- Data entry experience a plus
- Cash handling experience a plus

DUTIES AND RESPONSIBILITIES:

- Perform accurate data entry in donor database system
- Assist with sorting and opening all mail
- Key in donations and maintain an organized workflow with mail donation processes
- Sort and organize donations and other cash receipts
- Process, fold, and stuff thank-you letters to donors within established timelines
- Assist with other office processes and procedures as needed, including but not limited to: typing, copying, scanning, and use of postage machine
- Other duties as assigned

WORKING CONDITIONS:

- Work is performed primarily in an office environment while sitting at a computer for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds.

Food Safety:

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other

job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Current COVID Safety Protocols

The wearing of masks is optional at The Idaho Foodbank. We have chosen to let employees, volunteers and visitors make the best decision for themselves. Our partners and neighbors are counting on us and we need to be here to serve them, which means preserving our health is important. We are not limiting group sizes in our facilities or at events, but encourage any employees involved to use their personal judgement regarding any safety protection given the environment where the group will be gathering.

We ask that employees respect those who choose to wear masks. We ask that any employee that is asked to wear a mask when in close contact with another employee, partner or visitor that we honor that request. When working offsite, we ask our employees and volunteers to follow that location's COVID safety protocols.

We may implement additional safety requirements, at our discretion, at any time.

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.