Gaithersburg Cares Delivery Assistant

Reports to: Hub Coordinator

Employment status: Full-time, temporary, exempt

Position Overview

The Hub Delivery Assistant will be an employee of Seneca Creek whose full time focus is to assist the Hub Coordinator in the operations of the Gaithersburg Cares Hub.

Key Responsibilities

• Works collaboratively with the Hub Coordinator assisting with Hub operations and logistics to include:

• Receive deliveries and track inventory; able to lift and carry up to 50 lbs

• Respond to emergency requests by delivering food to residents in need

• Assist with driving and delivering food to neighborhoods, carrying boxes, receiving, sorting, packing of

produce and shelf stable foods as well as diapers and other necessities

• Assist as needed with Mobile Deliveries

• Help Hub Assistant in outreach activities to involve the Latino community in Gaithersburg and connect with those unable to access services

• Assist Hub Assistant establish relationships with Hispanic organizations, groups serving the Latino community and other immigrant groups and LEP residents

• Assist the Hub Assistant in acting as a point of contact and liaison with the Spanish speaking community in the area

• Seek to learn more about barriers to access in the Latino community in Gaithersburg and makes recommendations for changes in services to better serve that population

• Receive incoming calls in English and Spanish