



CAREER ANNOUNCEMENT No. 06-10-718

As a condition of employment, all CCS employees are required to qualify for an Arizona Level One Fingerprint Clearance Card

POSITION	Service Coordinator
AGENCY	Pio Decimo Center
STATUS	Non-Exempt – Temporary

Position Purpose

This position assists in coordinating the distribution of Food Boxes. Recruits, trains, and supervises volunteers. Conducts initial screening of individuals to determine service eligibility. Enters client information in Community Food bank online system. Delivers food boxes to vehicle or person. Maintains a clean and organized service area. This position requires repetitive lifting of 5lb-15lb boxes. Assists with activities in the afterschool program as needed. Position may from time to time be stressful and require a high demand of performance. May perform other duties as assigned.

Essential Functions

- Responsible for service desk duties, including greeting clients, screening, and ensuring that they are eligible to receive services
- Responsible for data entry, assists with preparation of reports, keeps accurate records for programs, and performs general office duties, as needed
- Conducts initial screenings of participants to determine eligibility for services
- Recruit, train, and supervise volunteers
- Inventories, organizes, and maintains all donated service goods including proper storage and handling of food
- Maintains a clean and safe environment and maintain food safety and sanitation regulations
- Deliver food boxes to client's vehicle while following health and safety protocols

Minimum Qualifications

Suitable work experience may be considered as transferable skills in order to meet minimum requirements of the position and will be considered by the Corporate Director of Human Resources.

- High School / GED
- Ability to utilize Microsoft Office Suite
- Excellent organizational skills
- Strong communication skills – oral and written communications are clear and concise using appropriate style, grammar, and tone
- Obtain State of Arizona Level One Fingerprint Clearance Card
- Ability to lift up to 20 pounds, as needed

Desired Qualifications

- Bilingual, English/ Spanish verbal
- Associates degree in related field
- Knowledge of and ability to maintain food safety and sanitation regulations
- Additional years of related experience

The above statement reflects the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered a detailed description of all work requirements that may be inherent in the job.

SALARY \$12.00 per hour
Temporary (10-8-20 to 11-30-20)

HOW TO APPLY Send application and/or resume to:
Human Resources
Catholic Community Services
140 W. Speedway Blvd. #230
Tucson, AZ 85705

Fax resume and cover letter - 520-770-8505

Email resume and cover letter - humanresources@ccs-soaz.org

Apply online at www.ccs-soaz.org

SELECTION Applicants will be rated based upon evaluation of their qualifications, experience, and training.

The Director of Human Resources may approve highly performing applicants who do not meet minimum qualifications for employment as outlined in the job description.

OPEN October 8, 2020

CLOSING DATE Open Until Filled

Due to the volume of applications we receive, only those selected for an interview will be contacted

Any individual seeking accommodations should contact the Corporate Director of Human Resources at 520-623-0344 ex 7068

Catholic Community Services of Southern Arizona strengthens families, supports communities, provides compassionate services, and strives for excellence. For more information visit our website at: www.ccs-soaz.org

We encourage our Veterans to apply

Affirmative Action and an Equal Opportunity Employer