Hawai'i Foodbank Job Description

Job Title: Programs Data Entry Assistant
Department: Programs - Agency Relations
Reports to: Community Programs Manager
FLSA Status: Non-Exempt, Full-time
Last Review Date: March 2024
Approved By: VP & Chief Operating Officer
Approved Date: March 2024

POSITION SUMMARY
The Programs Data Entry Assistant plays an active role in assisting with the collection, analysis and reporting of information driving data-informed decisions in support of our mission. The Assistant is primarily responsible for the processing of all monthly reports for the programs team, including follow-up for any delinquent accounts and will address any corrective actions as needed. This position reports to the Community Programs Manger and works within a collaborative team structure in the Agency Relations Department.

The Programs Data Entry Assistant is detail oriented with excellent communication and organization skills. The ideal candidate will be well-versed in departmental procedures and policies and will be able to actively discover new ways to do the job more efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
DATA AND ADMINSTRATIVE TASKS
- Responsible for the processing of all program monthly reports, including follow-up for any delinquent accounts and will address any corrective actions as needed.
- Responds to request for statistical information for other departments regarding agencies and clients served.
- Ensures that any compliance issues are resolved and takes action to put the Agency Partners on hold or change their status to inactive.
- Assists with the organizing surveying and collection of information from Agency Partners, when needed**.**

AGENCY RELATIONS TASKS
- Supports the department to ensure compliance with food safety, food distribution, and quality assurance, program compliance, as well as contract compliance for any government-funded programs the Agency Partner is participating with.
- Supports Agency Relations Department with monitoring visits to review program requirements, inspect facilities/sites, food safety practices, and use of Hawai'i Foodbank (HFB) food inventory to ensure that all partner agencies comply with the City, State, and Federal requirements, as well as Feeding America and HFB requirements and applicable program contract standards. Assist in the readiness for audits of HFB regarding Agency Partner files and accounts.

OTHER FUNCTIONS
- As a member of the Operations Team, will be actively engaged with Hawai'i Foodbank events, as needed.
- Comply with all federal, state, and company policies, procedures, and regulations.
- With team, present recommendations and assist in implementing quality initiatives.
- Provide support on any other duties as assigned.

QUALIFICATIONS
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.   Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working evenings, holidays, special events and project work and weekend hours as needed.

PHYSICAL DEMANDS:

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%

Pushing:
Pulling:
Lifting:
   Ground to waist Height
   Waist to Chest Height
   Overhead Height
   Carrying
		X
		X
		X
		X
		X
		X
		X		

Sitting: Standing: Walking: Running:		 X	X X X	
Stair Climbing:		X		
Bending:		X		
Crawling:		X		
Squatting:		X		
Kneeling		X		
Stooping:		X		
Crouching:		X		
Climbing:		X		
Forward Reaching:		X		
Twisting:		X		
Side Bending:		X		

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
Pushing:		X		
Pulling:		X		
Lifting:		X		
Ground to waist Height		X		
Waist to Chest Height		X		
Overhead Height		X		
Carrying		X		
Sitting:			X	
Standing:			X	
Walking:			X	
Running:		X		
Stair Climbing:		X		
Bending:		X		
Overhead Reach:			X	
Grasping:				X
Handling:				X
Finger Dexterity:				X
Vision:				X
Hearing:				X
Eye-Hand-Foot Coordination:				X

COMMUNICATION DEMANDS:

Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires talking to co-workers:				X
The position requires talking to customers:				X
The position requires written communication to co-workers:				X
The position requires written communication to customers:				X
The position requires talking to outside trade persons/vendors:		X		

Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires written communication to outside trade persons/vendors:		X		
The position requires talking on the telephone:				X
The position requires supervising others:	X			
The position requires responding to written or verbal requests of co-workers:				X
The position requires responding to written or verbal requests of vendors:			X	
The position requires training/ giving verbal instructions:				X
The positions requires receiving verbal instructions:				X
The position requires receiving written instructions:				X
The position requires writing/ composing written language:				X
The position requires reading:				X
The position requires visiting/ working at different worksites:			X	

DESCRIPTION OF TASKS
- Most tasks covered in essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:
- 3 years of college and/or 3 years related experience and/or training in Human Services; or equivalent combination of education and experience.
- Non-profit experience is preferred.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, percentages. Ability to apply all concepts of bookkeeping and all generally accepted accounting procedures.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving concrete variables in standardized situations.

EQUIPMENT, MACHINES, TOOL, VEHICLES USED:
- Ability to use a computer workstation including keyboard, mouse, printer, fax, and multi-line phone systems to execute tasks.
- Computer literacy with working knowledge of Microsoft office is required with emphasis on proficiency in Word and Excel.
- Valid driver's license and access to insured personal vehicle.

PHYSICAL DEMANDS:
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to carry and lift at least 32 pounds.

WORK ENVIRONMENT:
- Field work requiring driving for off-site vendors and programs
- Require the use of computer equipment, calculator, fax, copier, and telephone.
- The noise level is moderate to loud at times.

ADDITIONAL INFORMATION

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

_____   _____

Signature   Date

_____

Print Name