



Meat/Specialty Clerk

General Description

Meat/Specialty Clerk is responsible for distributing donated items to teams in an equitable manner.

Reporting

This position reports to the GCCCI Vice President

Time Commitment

This position requires 1 or 2 days/week

Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team

Key Responsibilities

1. Pull meat/specialty items from freezer. Divide equally for each team.
2. Fill out distribution sheet with correct information.
3. Weigh carts to check each weighs the same.
4. Keep track of temperature of freezer/cooler and maintain safe temperature for product.
5. Additional duties as assigned.

Qualifications

1. Knowledge of GCCCI programs, policies, procedures, and practices
2. Effective internal customer service skills
3. Ability to follow instructions
4. Positive attitude