

## **Program and Facilities Support Staff Application**

**Overview of Position**: During client service hours, under general supervision: assist with registering, checking-in FOOD Pantry clients, assist and help with supervision of volunteers performing client services functions. During other times of the day: perform a wide variety of custodial and mid-level warehouse duties, in order to provide a clean, orderly and safe environment and perform related work, including, but not limited to, operation of forklift to unload donated and purchased food as required. Working with co-workers and volunteers to ensure the safe handling of food during transport and distribution. Contributing to a safe service environment through communication and problem solving when issues arise.

**Salary:** Range of \$13.00 - \$15.00 per hour dependent on experience.

Schedule: Monday, Tuesday, Wednesday – 8:30 AM - 4:30 PM, Thursday – 12:15 PM - 8:15 PM, Saturday – 8:30 AM - 11:30 AM.

This job overview is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. While this job description is intended to be an accurate reflection of the requirements of the job, management reserves the right to add or remove duties from particular jobs when circumstances (e.g., emergencies, changes in workload, rush jobs or technological developments) dictate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

Full Name			Date:					
	Last		Fi	rst	Μ	.I.		
Address:	Street Address					Apartment/U	nit #	
		City				State	ZIP Code	9
Phone:			Emai	l				
Date Avai	ilable to begin:							
Do you ha	ave a valid driver's license		C ]					
Are you a	citizen of the United States?			are you	authorized to	o work in the	YES U.S.?	NO □
Educat	tion:							
High Scho	ool:	Addre	ess:					
	То:		YE					
College:		Addre	ess:					
From:	То:	Did you gradua	YE ⊔te? □		Degree:			
Other:		Addre	ess:					
From:	То:	Did you gradua	YE					

## **Applicant Information:**



## **Previous Employment:**

Company:				Phone:	
Address:				Supervisor:	
Job Title:				_	
Responsibiliti	es:				
From:	То:	Reason for	Leaving:		
May we cont	act your previous supervisor for a reference	YES ?	NO □		
Company:				Phone:	
Address: _					
Job Title:				_	
Responsibiliti	es:				
From:	То:	Reason for	Leaving:		
May we cont	act your previous supervisor for a reference	YES ?	NO □		
Reference	es: Please list at least two professional refe	erences.			
Full Name:				Relationship:	
Company:				Phone:	
Address:					
Full Name:				Relationship:	
Company:				Phone:	
Address:					

## **Disclaimer & Signature:**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: Date	):
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Send completed application to The FOOD Pantry Serving Waukesha County, Attn: Michael Zirbel, 1301 Sentry Drive, Waukesha WI 53186. Or email to <u>michael@waukeshafoodpantry.org</u>