



Job Description

JOB TITLE: Intake Aide

REPORTS TO: Partnership Manager or Intake Specialist

STATUS: Stipend/Exempt

HOURS: Saturdays 7:30am-12:30pm (other times as available)

PRIMARY FUNCTION:

Engages directly with clients at Foodmobiles or agency sites; maintains database by entering new and updating existing client information.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Handle program and client information in a confidential manner
- Work with clients on a personal level
- Respectfully interact with clients with diverse backgrounds, with regards to social equity and inclusion
- Accurately enter and update client database
- Work independently and as a part of a team
- Other duties as assigned

QUALIFICATIONS:

- Possess a vehicle, vehicle insurance, and a valid driver's license for travel to sites
- Ability to work Saturday mornings
- MS Office proficient
- Experience with data entry or database management preferred
- Customer service skills
- Strong communication skills
- Detail oriented, efficient, and highly accurate
- Friendly and professional manner

EIF INTERNAL RELATIONSHIPS:

- Works with Partnership Services team on a consistent basis.
- Works with EIF transportation staff and Foodmobile Captains to ensure efficient and effective distributions.
- Work with Partner Agency staff to ensure efficient operations (when needed).