



220 Herndon Street  
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[www.haysfoodbank.org](http://www.haysfoodbank.org)

## Position Description

<b>Job Title:</b>	<b>Operations &amp; Facilities Intern</b>
<b>Reports To:</b>	<b>Operations &amp; Facilities Coordinator</b>
<b>Location:</b>	<b>Hays County Food Bank Office</b>
<b>Classification:</b>	<b>Volunteer, unpaid/available for academic credit</b>

### Position Summary

Hays County Food Bank Operations & Facilities Intern will assist Operations & Facilities Coordinator in all aspects of operations and facility maintenance. In addition the intern will create/maintain systems for facility maintenance to include fleet of vehicles, as well as, document warehouse and food distribution procedures ensuring the safe handling of food and should provide creative ideas and innovative solutions for our non-profit to increase efficiency and workflow.

### Duties and Responsibilities

- Perform general clerical work including; filing, call-downs, collating materials, and copying when necessary
- Keep all information confidential
- Assist with purchasing for the organization
- Assist with facility management and maintenance
- Attend meetings with and on behalf of Operations Team
- Documenting Policies & Procedures
- Develop and document new procedures and processes for information flow
- Complete a project throughout the duration of your internship
- Research possible vendors for use in future and ongoing facilities projects
- Establish standard operating procedures for all processes implemented during internship
- Perform other duties as assigned

### Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of HCFB
- Completed or working toward a college degree, preferably in a related field (e.g., Business Management, Building Trades)
- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills
- Community service minded
- Computer proficient (including Microsoft Office, social media platforms, and Google apps)
- Excellent organizational skills
- Ability to work with sensitive information and maintain confidentiality

### Administration

- Complete online Volunteer Application process.
- Complete Confidential Information & Intellectual Property Agreement.
- Communicate with supervisor regarding attendance, in a timely manner, through email.
- All interns regardless of department should learn about operations and volunteer for a warehouse and a food distribution shift. This will give them a more well rounded view of the food bank's daily operations.
- Interns should attend a speaker bureau training so they are prepared to speak on behalf of the food bank.
- Briefly meet with all Hays County Food Bank Employees to understand their role in the organization.
- If internship is for academic credit it is the responsibility of the intern to ensure that they meet all the requirements, such as hours, for their educational institution.

*This position description does not list all the duties of the position. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Hays County Food Bank has the right to revise this position description at any time. The position description is not a contract for employment.*

<b>Intern Signature</b>	<b>Date:</b>
	__/__/____
<b>Supervisor Signature</b>	<b>Date:</b>
	__/__/____

**INTERNAL USE ONLY**

<b>Approved by:</b>	Denise Blok
<b>Date approved:</b>	June 2017
<b>Reviewed:</b>	