



**JOB TITLE:** Program Associate  
**REPORTS TO:** Program Manager  
**STATUS:** Part-Time, Non-Exempt, Hourly Employee  
**HOURS:** 12 Hours/Week  
**SCHEDULE:** Wed. & Thurs. 8:00am – 2:00pm  
**RATE:** \$12.50 - \$13.50  
**LOCATION:** Fred Meyer Town Center, Beaverton, Oregon

**Position Summary:** Help in all areas required to fill Store to Door grocery orders at our shopping site and deliver groceries to clients in the greater Portland area.

**Principal Duties & Responsibilities:**

- Assist with set-up of shopping work stations and preparation of client orders
- Assist in greeting, registering and training volunteer shoppers
- Prepare shopping staging area
- Shop grocery orders
- Check filled orders for accuracy/quality control
- Ensure on-time delivery of groceries following all food safety standards and Store to Door procedures
- Ensure accuracy and quality of grocery orders prior to distribution to client residence
- Upon delivery of groceries to clients homes:
  - Review delivered items for accuracy
  - Assist clients with unloading groceries as needed
  - Collect client payments
  - Complete order form and client payment information, mails or returns all completed orders to Administrative Office for processing
- Other duties as assigned

**Education & Knowledge:**

- High School diploma or equivalent

**Skills, Abilities & Experience:**

- Knowledge of and passion for seniors and people with disabilities
- Vehicle, valid driver's license and insurance coverage required to perform job duties
- Strong organizational, record keeping, time management and multi-tasking skills including the ability to set priorities and be flexible to last-minute changes
- Ability to work in a team environment and effectively communicate with diverse populations including minority, low income and persons with disabilities
- Must pass criminal background check
- Experience working with volunteers and or aging services preferred

*Any satisfactory combination of experience, training and/or education which ensures the ability to perform the work may substitute for the above qualifications.*



**Working Conditions/Physical Demands:**

- Fast paced, with significant people interaction.
- May be required to move up to 50lbs (25lbs repetitively).
- Ability to frequently position self to stoop, bend and crouch. Ability to repetitively move grocery totes from one location to another and from various heights in preparation of and for the completion of grocery delivery.
- Ability to ascend stairs and move around on city sidewalks.

**Benefits:** Store to Door offers a variety of benefits and opportunities for advancement.

**Commitment to Equity:** Store to Door strongly encourages people of color, women, LGBTQ individuals, those with disabilities, and those with working class backgrounds to apply. We are working toward a comprehensive equity and diversity plan and are dedicated to improving outcomes for communities of color and other underserved populations.

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

**About Us:** Store to Door supports independent living for Portland area seniors and people with disabilities by providing a low-cost, volunteer-based grocery shopping and delivery service. Over 1,414 volunteers will help to make 11,341 deliveries to 737 clients this year. Store to Door has been delivering nourishment and social connections to homebound people in the community since 1989.

**Why Store to Door?** Voted one of Oregon’s best non-profit employers for the last two years in a row, we offer competitive salaries, benefits and opportunities for professional growth.

**Application Instructions:**

- Complete Store to Door job application form located at Store to Door employment page
- Job Application form to Store to Door Jobs [jobs@storetodooroforegon.org](mailto:jobs@storetodooroforegon.org)
- No phone calls please
- Position open until filled