



Job Description:

The Regional Food Bank of Oklahoma creates breakfasts, lunches and dinners for children in our service area in Summer Feeding programs as a means of distributing children access to replacing nutritious meals they would otherwise get during school. In addition, to ensure Partner Agencies (food pantries and programs) in our service area have ample access to protein to distribute, RFBO is sorting donations and repackaging meat product for agencies to order from our inventory. The projects are setup to enforce social distancing and associates will have training and support as needed from the Volunteer Center staff.

The general process will include

- Replenishment of components to the packing tables from the bulk pallets.
- Packing boxes with the proper product and amount of each item in a safe manner that protects the items from damage.
- Building and taping boxes as well as labeling accurately the box name.
- Stacking finished boxes on pallets and shrink wrapping the pallets to be moved.
- Staging finished pallets in appropriate area with all inventory labels attached.
- Cleaning/sanitizing each worktable, break table and other obvious hard surfaces.
- Building sandwiches, weighing product on table scales and packing meals as directed.

Work Environment:

This work will be primarily completed in the kitchen packing area or the protein packing clean room area. These areas are kept at 55 degrees, and PPE is provided as needed.

Work Schedule:

8am-4pm with an hour lunch and breaks as needed, Monday through Friday.