



**Job Description:**

The Regional Food Bank of Oklahoma is creating emergency/disaster food boxes that are then used to provide feeding programs in our service area and beyond a simple means of distributing to clients with little interaction. In addition, to ensure Partner Agencies (food pantries and programs) in our service area have ample access to food to distribute, RFBO is sorting donations, culling trash and boxing 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.
- Sorting donated product into like categories and boxing, palletizing.
- Separating produce, bread and other items to cull trash and repackage fresh product for distribution.

**Work Schedule:**

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