



Job Opening: Donations & Commissary Representative

We are currently looking for a Donations & Commissary Representative to add to our Facilities team. The right person will identify with our core values of Advocacy, Family, Spiritual Development, Education, Mutual Respect, Dignity, Compassion, and Responsibility. With our mission and these values in mind, the role will be primarily for picking up and delivering all pertinent items regarding Boysville's business needs in surrounding communities and all matters of Commissary operations.

Duties include:

- Pick-up donated items at homes and businesses in surrounding communities.
- Pick-up and deliver documents, mail, and other items to the Boysville Thrift Shop.
- Load and unload the above when necessary.
- Maintain necessary documentation of donated items from acquisition to distribution
- Maintain inventory of dry and perishable foods, canned goods, and meat products.
- Maintain records of distribution of food items.
- Maintain inventory of equipment, silverware and dishes and their distribution.
- Ensure all requirements set forth by the United States Department of Agriculture are met.
- Prepare and submit Commodity Distribution Requisitions.
- Issue foods and supplies to the cottages and maintain records of their distribution.
- Perform periodic maintenance on cold storage and powered kitchen equipment
- Record clothing ordered, issued and donated, including the cleaning and care of these items.
- Maintain inventory and record distribution of cleaning supplies and personal care items for cottages
- Prepare meals for various Boysville related functions as requested

Minimum Qualifications Include:

- High School Diploma or GED
- 3-5 years Customer Service Experience
- Must possess a good knowledge of area streets in the San Antonio vicinity and have experience handling large cargo vans and trucks
- Must have a valid driver's license and an excellent driving record

If this sounds like the position for you, please apply with your resume through Indeed for immediate consideration. <https://www.indeedjobs.com/boysville-inc/jobs/8ae91a2fcb332a4bf4fa>

Starting pay for this position is \$10.00-\$12.00/hr. – NON-NEGOTIABLE

All applicants must be able to pass a background check per Texas Department of Family and Protective Services minimum standards (to include Texas DPS, Central Registry, and Nationwide FBI screening), a 10 Panel Drug Screen, and receive a TB test.