

**Community Lifeline Center, Inc.**  
**Position Title: Lifeline Market Assistant**

**Agency Description:** Community Lifeline Center (CLC) strengthens communities in North Collin County by guiding residents in crisis back to self-sufficiency and independence.

**Summary of Position:** This position is responsible for supporting the Case Manager by monitoring the Lifeline Market as a core component to CLC's mission statement.

**Work Site Location:** Community Lifeline Center, 1601 N. Waddill St. Suite 102, McKinney

**Responsibilities:**

- Maintain shelves and inventory for Adopt-A-Shelf Program.
- Fill orders for clients receiving food/non-food assistance.
- Insure food weights according to set guidelines by North Texas Food Bank.
- Provide input on food/non-food varieties that Lifeline Market is offering.

**Training Requirements:**

- Understanding a competency of general nutrition and guidelines of CLC.
- Evaluate and adjust the food weight requirement to meet the minimum nutrition standards.
- Demonstrate the ability to accept donations and complete the donation form.

**Minimum Qualifications:**

- Demonstrate ability to organize, plan, prioritize and implement activities.
- Excellent interpersonal, oral and written communication skills.
- Ability to pass a background check.
- Must possess and maintain a valid Texas Driver's License and have consistent access to reliable transportation.

**Knowledge, Skills and Abilities:**

- Excellent interpersonal skills with clients, volunteers and community members.
- Ability to multi-task.
- Extremely dependable, punctual, and personally accountable.
- Strong written and verbal communication skills.
- Competency on the use of a calculator.
- Ability to operate and read a food scale.

**Necessary Soft Skills/Behaviors:**

- Nutrition background helpful but not necessary.

**Reports to:**

Volunteer Resources Manager  
Lifeline Market Manager  
Executive Director