

# Employment Application



The Food Depot  
1222 Siler Rd  
Santa Fe, NM  
87507

Phone: 505-471-1633  
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www.thefooddepot.org

An equal opportunity  
employer.

The Food Depot  
is a drug free  
workplace.

Date:

Name:

Social Security Number:

Are you 18 years or older?  yes  no

Present Address:

City/State:

Zip/Postal Code:

Permanent Address:

City/State:

Zip/Postal Code:

Home Phone:

Cell Phone:

Position Applied for:

Salary Desired:

When available to begin work?

## Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College			
Business or Trade School, Professional School			
Other			

Have you ever been convicted of a crime/felony:  yes  no

If yes, please explain: (Will not necessarily exclude you from consideration)

Do you have a valid drivers license?  yes  no

State of Issue:

Have you had any accidents in the past 3 years?  yes  no

How many?

Have you had any moving violations in the past 3 years?  yes  no

How many?

Continue on the next page

# Previous Employment (list up to 3)

**1.**

Name of Employer:

Name of Last Supervisor:

Dates of Employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last Job Title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer?

yes  no

**2.**

Name of Employer:

Name of Last Supervisor:

Dates of Employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last Job Title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

May we contact your employer?

yes  no

Continue on the next page

3.

Name of Employer:

Name of Last Supervisor:

Dates of Employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last Job Title:

Reason for Leaving:

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer?

yes  no

## Computer Skills

Computer Skills:

Computer:

PC

Mac

Both

Applications (list all that apply):

## Additional Information

Other Skills:

**Please list 2 references below who are not related to you and whom you have known at least one year.**

Name	Address	Relationship	Telephone	Years Acquainted

**Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

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DATE

SIGNATURE

## Position Description

The Food Depot

**JOB TITLE:** Program Coordinator Non-Exempt

**REPORTS TO:** Program Manager **SALARY RANGE:** \$16 – 22/Hour

**SUPERVISES:** None

**JOB SUMMARY:** To support The Food Depot’s agency relations and hunger programs in support of its mission and in accordance with approved policies, strategies and plans

### **PRINCIPAL RESPONSIBILITIES:**

- Coordinates Food for Kids program including but not limited to recruitment of and assistance to schools, reporting of results, and developing methods for gaining program feedback
- Coordinates Infant Supply Initiative and Diaper Depot programs including but not limited to recruitment of and assistance to distribution sites, reporting of results, and developing methods for gaining program feedback
- Coordinates Lunch Box Express program including but not limited to recruitment of and assistance to distribution sites, scheduling of activities for participants, reporting of results, Summer Food Service Program sponsor/compliance paperwork, and developing methods for gaining program feedback
- Assists with Mobile Food Pantry program including but not limited to site recruitment, annual monitoring, development of materials and reporting, compilation of reports, new site orientations, special meetings and trainings
- Assists with Commodity Supplemental Food Program including but not limited to site recruitment, annual monitoring, development of materials and reporting, compilation of reports, new site orientations, special meetings and trainings
- Assists with Agency Relations program including but not limited to annual monitoring, new agency recruitment, development of materials and reporting, compilation of reports, new partner agency orientations, special meetings and trainings (including food safety and civil rights) – Includes assisting with Agency Relations Councils in participating counties
- Identifies and develops new programs, as needed
- Supervises volunteers, when appropriate
- Contributes to building a positive team spirit; puts success of team above own interests
- Complies with all The Food Depot policies, procedures and systems
- Is consistently at work and on time
- Performs related duties as required or assigned; assists other departments as requested; may work evenings and weekends, as needed

### **Qualifications**

- High school diploma or general education degree (GED); or one to three years related experience
- Demonstrate a commitment to the mission and values of The Food Depot

- Good communication and interpersonal skills and the ability to be a team player; must be able to effectively communicate and interact with coworkers, managers and customers; ability to effectively communicate problems and issues
- Must have excellent customer service skills and be able to interface with many diverse internal and external customers
- Must be computer literate. Knowledge of Microsoft Word, Excel, inventory database experience a must
- Commitment to accuracy and thoroughness
- Must be detail-oriented, able to handle multiple tasks in an office/warehouse environment
- Must be able to work independently of as well as collectively with other staff members
- Must be able to use general office equipment such as computers, copiers, scanners

### **Employment Requirements**

- Negative Pre-employment Drug Screening

### **Physical Environment**

- Employee will spend 30% of the time working at a stationary computer terminal, 30% talking on the telephone, and 40% interfacing with program coordinators, agency representatives, and public
- Position functions in an office and warehouse environment, and requires travel to other facilities within the service area

### **Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I have read the above job description. I meet the qualifications and can perform the duties as described.

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Employee Signature

Date