



**Carver has an immediate need for a Bilingual (English/Spanish) full-time Lead Associate/Driver in our Carver Market/Retail Recovery Program, Monday through Saturday, with a flexible schedule. Candidates with CDL driving credentials preferred.**

**About us:** The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center’s programs and services meet the holistic needs of people at every stage of life. Carver Center’s programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

**Position Overview:** The Carver Market Lead Associate represents the Carver Center in the Port Chester community as a liaison between Carver clients, staff, and the community, maintaining the aesthetic appeal of the market and ease of use, always with the clients’ best interests in mind. As the Carver Market continues to meet the demand of the covid pandemic to address increased food insecurity in the community, the Market Lead Associate must have a passion for working with the community in programs that address food insecurity and nutrition.

**Position Specific Duties/Responsibilities:**

- Assist clients as they shop for food, encourage healthy options, create a healthy, safe, and welcoming environment for clients
- Welcome and sign clients in to the market using our Link2Feed database
- Disseminate educational materials and resources
- Coordinate and supervise individuals and groups who volunteer to support the Carver Market
- Assist the Director of the Carver Market in managing orders, pickups, deliveries
- Maintain up to date client data, Carver Market records, and statistics on a monthly, quarterly, and annual basis for grant writing purposes
- Coordinate food drives and other Carver Market-related events
- Outreach to organizations for potential in-kind donations of food, diapers, toiletries and other essentials
- Help to develop and maintain community partnerships to introduce programs, workshops and services during market hours to increase clients access to nutrition, health and wellness, education, and community resources
- Work with Marketing Director to increase Carver Market visibility, expand the reach of the Market, promote events, and post on social media outlets
- Pick up product from participating stores for Retail Recovery Program
- Inspect Carver Center vehicles prior to operating for proper fuel, oil, water and see that tires are inflated, and that lights and brakes work properly.
- Report Carver Center vehicle driving and operating problems.
- Follow Carver Center vehicle sign-out and vehicle return procedure.
- Attend regular staff meetings and Carver events, schedule regular meetings with supervisor, and fellow staff members.
- Perform all other duties as may be assigned.
- Maintain a clean and organized sales floor.
- Proper rotation of merchandise (first in first out)

- Follow food safety guidelines.

**Position Qualifications:**

- **Bilingual English/Spanish required**
- Proficiency in Microsoft Office Suite, particularly excel
- Must be a self-starter who is comfortable in a public-facing position, flexible, well rounded, and capable of assisting the Program Director in all program areas as needed
- Ability to manage multiple priorities and deadlines and work independently
- Ability to communicate effectively both verbally and in writing, be courteous in all dealings with clients, staff, and employees
- Demonstrate professional and ethical standards including confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others
- An interest in nonprofits, food security and nutrition, and community building
- Valid driver's license required, CDL credentials preferred

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Responsible accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Must be able to walk, sit, and stand for long period of time (up to 60 minutes when necessary)
- Must be able to and regularly lift up to 20-50 pounds

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, creed, color, religion, marital status, familial status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, predisposing genetic characteristics veteran status, domestic violence victim status, or any other status protected under federal, state, or local law.

Carver Center employment policy requires the completion of a full background check prior to hiring, as well as references.

**Rate: \$18-\$22/hour, commensurate with experience; medical, dental & vision benefits available, group term life, long disability, accidental death and dismemberment coverage, IRA matching contributions, paid time off.**

**How to Apply:** Email/call Giovanni Rodriguez, Director of Carver Market & Retail Recovery Operations, [grodriquez@carvercenter.org](mailto:grodriquez@carvercenter.org), (914) 305-6046.

PORT CHESTER CARVER CENTER  
400 Westchester Avenue, Port Chester, NY 10573

