



Employment Application

Desert Spoon Food Hub is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and volunteers. We are looking for an organized and motivated Operations Associate to join our team. This is a part-time position with starting pay of \$15.00/hour and a great opportunity for growth within the organization.

Key Requirements:

Specific duties will include:

- Wash, prepare, package fresh produce for daily sales in a precise and efficient manner.
- Uphold and work according to established food safety standards.
- Manage and enter inventory records and keep supplies stocked.
- Farm and food buyer outreach.

Qualifications:

- Ability to work independently and flexibly.
- Demonstrated ability to work productively in teams.
- Positive attitude, ability to prioritize, and responsive to changing needs.
- Proficiency, literacy and fluency in English is required.
- Basic computer skills are required.

Special Requirements:

- Proof of Covid-19 Vaccination
- Must be available to work Thursdays and Fridays.

Email questions and completed applications to info@desertspoonfoodhub.org or by mail addressed to 1714 Yandell, Unit B, El Paso Texas 79902

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Available Work Days/ Times: _____

Position Applied for: **Operations Associate**

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Do you have a valid Driver's License and Insurance? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ :

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____