



Position Announcement
Mobile Food Distribution Coordinator

Application Dates:

Internal Posting for Foodbank SEVA Employees

July 14, 2021 – July 19, 2021

External & Internal Posting

July 19, 2021- Until Filled

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Job Description:

Under direct supervision of the Logistics and Facilities Manager; the Mobile Market Coordinator is responsible for operating and maintaining all aspects of the Mobile Market and Mobile Pantry distributions in our service area for the Mobile Distribution team of the Foodbank of Southeastern Virginia and the Eastern Shore. Mobile Market distributions occur during all types of weather conditions and in a variety of indoor and outdoor settings.

The ideal candidate will present a positive image of self and the organization; have at least 1 year experience and/or paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social).

Work Hours/Shift: Monday-Friday; full-time, non-exempt; some weekend and evening work required.

Requirements:

- Coordinate all aspects of the Mobile Market to include: secure site for mobile distribution; coordinate site memorandum of understanding (MOU); schedule dates/times with Impact and Innovation Department (Programs); procure necessary provisions and equipment; and schedule volunteers.
- Coordinate MOU with site; make initial contacts and ensure MOUs are signed and record scheduled dates and times for distributions.
- Communicate details of mobile distribution with appropriate staff including: Logistics and Facilities Manager, Inventory Control Coordinator, Production Coordinator, Volunteer Coordinator and the CDL Driver scheduled for the mobile market.
- Coordinate volunteer requests for the mobile market.
- Partner with Volunteer Management Team to transport, train and supervise volunteers during tasks/assignments and share responsibility for the overall volunteer experience at the Foodbank.
- Recruit team leaders to participate in mobile market distributions.
- Register volunteers who go directly to site.
- Provide all required equipment and supplies to volunteers and all other miscellaneous items as needed.

Essential Education: High school diploma or general education degree (GED).

Work Experience:

- 12 months related experience.
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social).

Certificates, Licenses or Registrations:

- Food Handler's Certificate (can be obtained after hire).
- Lift Truck Certification (can be obtained after hire).

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

- This job requires that weight be lifted or force be exerted up to 20 pounds when handling donations, documents and files.
- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel.
- Reach with hands and arms.

Travel Requirements: Local and regional travel required. Infrequent overnight travel required for training and conferences.

Job Type: Full-time.

Pay: Starting at \$16.38 per hour.

To Apply: Submit your resume in person to Darvasha Spence or email resume to dspence@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.