



Position Announcement  
**Mobile Pantry Coordinator**

Application Dates:

**October 13, 2022 (open) Until Filled.**

*Resumes will be reviewed on rolling basis until position is 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](http://www.foodbankonline.org), Facebook, or Twitter.

**Position Overview:** Under direct supervision of the Director of Partner Agency Services, the Mobile Pantry Coordinator is responsible for operating and maintaining all aspects of the Mobile Pantry and Mobile Pantry distributions in our service area for the Mobile Distribution team of the Foodbank of Southeastern Virginia and the Eastern Shore. Mobile Pantry distributions occur during all types of weather conditions and in a variety of indoor and outdoor settings.

**Work Hours:** Monday-Friday; work hours vary depending on tasks, meetings, projects, events, etc.; some weekend and evening work required for meetings, special events, and out of town conferences.

**Duties and Responsibilities:**

- Coordinate all aspects of the mobile pantries to include secure site for mobile distribution; coordinate site memorandum of understanding (MOU); schedule dates/times for mobile pantries; 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 Director of Partner Agency Service, Transportation Manager, Warehouse Manager, Volunteer Coordinator and the CDL Driver scheduled for the mobile pantry.
- Coordinate volunteer requests for the mobile pantry.
- 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 pantry distributions.
- Register volunteers who go directly to site.
- Provide all required equipment and supplies to volunteers and all other miscellaneous items as needed.
- Collect client information and provide direct client assistance.
- Conduct distribution: coordinate activities onsite for Apple Corps, driver and volunteers during mobile pantry operations to ensure the food distribution occurs in a safe and logical manner.

- Ensure environment and activities at mobile distribution site promote food safety.
- Collect daily service counts and compile data into excel spreadsheets.
- Maintain calendar, files, database and records for mobile pantries
- Complete monthly statistical reports computing demographic data for distribution by site as well as city/county calculations.
- Coordinate with Impact and Innovation Department (Nutrition) for healthy mobile pantry recipes.
- Receive product weekly, inventory, stock and restock as needed inspecting for quality.
- Meet the requirement of distribution goals for mobile pantry annually.
- Commit to and understand the FSEVA's mission to include active participation in sharing the mission, vision and values of the organization, internally and externally.
- Cross train for other departmental tasks.
- Other duties as directed by the Chief Operations Officer and Director Partner Agency Services.

**Educational Achievement:** 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).

**Required Skills, Abilities & Certifications/Licenses:**

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

**Job Type:** Full-time.

**Pay:** Starting at \$18.31 per hour.

**Benefits:** Health, Paid Time Off, Paid Holidays, 401K, Employee Development, Scholarship Program.

**How to Apply:** <https://foodbankonline.org/about-us/careers/> or email cover letter and resume to [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org) , Subject: Mobile Pantry Coordinator.

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](mailto: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.*