



Position Announcement
**Mobile Pantry Coordinator-Federal Programs
(Eastern Shore)**

Application Dates:
July 21 (open) Until Filled.

Resumes will be reviewed on a rolling basis until the 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, Facebook, or Twitter.

Position Overview:

The Federal Mobile Programs Coordinator will be responsible for supporting the Federal Programs Manager as there is anticipated growth in USDA/ CSFP programs. This individual will work with the Federal Programs Manager and the Eastern Shore Branch Manager to ensure:

- USDA procedures and policies are communicated to all USDA/ CSFP partner organizations.
- Continual collaboration with the warehouse to ensure USDA/ CSFP inventory & kitting needs are in place for partner organizations.
- Operating and maintaining all aspects of Federal Mobile Pantry distributions on the Eastern Shore. Mobile Pantry distributions occur during all types of weather conditions and in a variety of indoor and outdoor settings.

Work hours: Tuesday – Friday 11:30am-8pm and Saturdays 9am – 5:30pm; work hours vary depending on tasks, meetings, projects, events, etc.; regular and evening work required for distributions and occasionally for meetings, special events and out of town conferences.

Travel: Local and regional travel required. Infrequent overnight travel required for training and 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 Manager of Federal Programs, Eastern Shore Branch Manager, Transportation Manager, Warehouse Manager, and Volunteer Coordinator.
- Coordinate volunteer requests for packing boxes and 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 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.
- Coordinates and works with Federal Programs Manager and the Eastern Shore Branch Manager to track inventory and distribution needs.
- Receive product weekly, inventory, stock and restock as needed inspecting for quality.
- Meet the requirement of distribution goals for mobile pantry annually.
- Assists as need with on-site review of new USDA/CSFP agencies.
- Assists as needed with reviews of USDA & CSFP member agencies on an annual basis; prepares written reports of findings continuously working with agencies to make improvements.
- Ensures training records and files for the Eastern Shore are maintained at the Eastern Shore Branch. Updates materials as needed.
- Assists as needed with managing and reviewing all partner agency SDI's.
- Maintain administrative workflow and efficiency by developing and updating Standard Operating Procedures (SOPs).

- Stays abreast of USDA policy changes and provides USDA policy.
- Commits to and understands the FSEVA's mission. This includes active participation in sharing the mission, vision, and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.
- Cross train for other departmental tasks.

Required Skills, Abilities & Certifications/Licenses:

- Community minded with strong relationship or "people" skills, outreach skills.
- Excellent computer skills: Microsoft Office and ability to quickly learn and master in-house computer software programs.
- Excellent organizational, teamwork and relationship building skills.
- Demonstrated ability to communicate orally clearly, concisely, and effectively and in writing.
- Ability to prioritize, meet deadlines and produce results in a fast-paced environment.
- Ability to train or teach others with clarity, flexibility, and organization.
- Able to research and coordinate resources, as well as analyze and interpret demographic, geographic and other relevant data sets as it relates to the Foodbank's service area and network of partner agencies.
- Critical thinking skills to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to manage, supervise and deliver results on multiple projects and activities.
- Valid driver's license

Preferred Skills, Abilities & Certifications/Licenses:

- Food Safety Manger's Certificate
- Fluent in Spanish and English

Physical Demands: While performing duties of this job, the employee is regularly required to:

- Lift weight or exert force up to 50 pounds when handling donations, documents, and files.
- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.
- 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.
- The employee frequently is required to stand or walk for extended periods of time.

- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Job Type: Full-time.

Pay: Starting at \$20/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 , Subject: Federal Mobile Programs 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.

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.