

**FOOD for LANE COUNTY  
JOB DESCRIPTION**

**POSITION TITLE:** Mobile Pantry Coordinator  
**RESPONSIBLE TO:** Programs and Services Director  
**SUPERVISES:** Mobile Pantry Specialist, Mobile Pantry volunteers  
**HRS PER WEEK:** 40 hours per week, with flexibility to work evenings and weekends  
**CLASS:** Non-exempt  
**HOURLY WAGE:** \$20.00/hour

**SUMMARY of POSITION:** This position coordinates FOOD for Lane County's Mobile Pantry Program. The purpose of the Mobile Pantry is to deliver food assistance to eligible people at times and locations that are not currently served by one of FFLC's partner agencies or other service providers. This position serves as the pantry manager and works closely with the Mobile Pantry Specialist and other FFLC staff.

**PRIMARY TASKS & RESPONSIBILITIES:**

- ❖ Program Start Up
  - Gather information from other mobile pantry programs to help FFLC make initial program design decisions regarding: type of vehicle and equipment; distribution methods; staffing and volunteer support; host site expectations
  - Assist with ordering vehicle and equipment
  - Assist with hiring the Mobile Pantry Specialist
  - Assist with development of mobile pantry volunteer recruitment and training procedures
  - Begin to schedule mobile pantry distributions with host sites
  
- ❖ Program Development and Coordination
  - Oversees all aspects of the operation of the Mobile Pantry
  - Identify and recruit host sites, in cooperation with Programs and Services Director and Partner Agency Services team
  - Ensure that all host sites have agreements in place and train and orient host site contacts
  - Act as liaison between host sites and FOOD for Lane County, maintaining open and responsive communication
  - Coordinate with other FFLC staff regarding inventory, storage, and distribution of food
  - Order food through regular inventory ordering process for partner agencies, anticipating needs and demands of host sites
  
- ❖ Operation of Mobile Food Pantry
  - Maintain online shared calendar of Mobile Pantry scheduled distributions
  - Load and unload product in and out of the warehouse; may enlist help of warehouse staff as available
  - Drive FFLC Mobile Pantry truck to host site at designated time, set up mobile pantry
  - Ensure food safety during transport
  - Assist in proper storage, stacking and temperature control for all food products
  - Track food donations and distribution using established record and inventory system
  - Maintain vehicle and food handling equipment in a safe and sanitary condition
  - Promptly report any vehicle maintenance issues to Operations Director
  - Clean up mobile pantry at host site, loads up equipment, and return to warehouse

- ❖ Volunteer Coordination
  - Coordinate with host site liaison to schedule and organize 6-8 volunteers per food distribution
  - Provide on-site training, orientation, and recognition of volunteers
  - Delegate appropriate tasks to volunteers
  
- ❖ Program Tracking and Compliance
  - Conduct program intake procedures according to USDA, Oregon Food Bank, and FFLC guidelines
  - Complete and submits all required paperwork, including monthly FFLC reports
  - Adhere to all applicable federal, state, and Oregon Food Bank regulations regarding food safety, storage, and handling.
  - Maintain accurate and updated program files
  - Maintain confidentiality of client records
  
- ❖ Education and Outreach
  - Work with the community, media, housing sites, and organizations to increase awareness of and participation in the Mobile Pantry program
  - Maintain knowledge of community high-need areas and demographics to ensure sites are located for maximum benefit
  - Maintain knowledge of current health and nutrition issues and best practice responses
  - Work with staff on community engagement projects to get client and partner feedback about the Mobile Pantry program, barriers to service, and community need for food assistance.
  
- ❖ Budget and fiscal oversight
  - Monitor program expenses and ensures program operates within budget
  - In conjunction with Programs and Services Director, prepare annual budget

#### **OTHER TASKS & RESPONSIBILITIES:**

- ❖ Represent FOOD for Lane County with knowledge and respect
- ❖ Follow FFLC policies and procedures
- ❖ Attend monthly all-staff meetings, Programs and Services team meetings, and other meetings as appropriate
- ❖ Attend bimonthly FoodNet meetings of all pantry managers
- ❖ Participate in long-term program planning and evaluation
- ❖ Perform other tasks as requested by supervisor

#### **SKILLS & QUALIFICATIONS:**

- ❖ Education and/or training relevant to the position
- ❖ At least one year of experience in program coordination
- ❖ Knowledge of issues regarding hunger and poverty
- ❖ Experience working with programs that serve low-income, diverse and multicultural clients
- ❖ Excellent organizational and communication skills
- ❖ High level of computer proficiency, especially with Microsoft Office suite of programs
- ❖ Ability to establish and maintain effective working relationships
- ❖ Ability to operate vehicles and equipment

- ❖ Ability to perform strenuous and repetitive physical labor; ability to safely lift 50 pounds repetitively
- ❖ Ability to supervise volunteers
- ❖ Ability to prepare written reports and maintain inventory control records
- ❖ Current Oregon driver's license with good driving record, experience driving large trucks helpful
- ❖ Able to obtain Food Handler's card and ServSafe Certification within 30 days of employment offer (<https://www.orfoodhandlers.com/eMain.aspx>)
- ❖ Experience with volunteer recruitment and management helpful
- ❖ Bilingual English/Spanish strongly preferred

### **How to Apply:**

Applicants must submit the following: cover letter, resume, and three professional references. Applications will be considered incomplete if they do not include all of the items listed. Incomplete applications will not be considered for employment.

**We will begin reviewing applications on April 15, 2021. Applications will be accepted until the position is filled.**

#### Email submissions (preferred)

To submit by e-mail, please scan all application materials in one pdf document, include the name of the position and your name in the subject line, and e-mail to [rvanzandt@foodforlanecounty.org](mailto:rvanzandt@foodforlanecounty.org)

#### Mail submissions

If you submit by mail, please reference the position you are applying for above the address on the envelope addressed to:

FOOD for Lane County  
770 Bailey Hill Road  
Eugene, OR 97402

*FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state or federal law.*