

JOB DESCRIPTION: Hunger Prevention Mobile Food Pantry Coordinator

POSITION TITLE: Hunger Prevention Mobile Food Pantry Coordinator	LOCATION: 1 N Johnston Ave., Hamilton, NJ 08609	REPORTS TO Director of Hunger Prevention
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EDUCATION/CERTIFICATIONS/LICENSES/ REGISTRATIONS/EXPERIENCE & QUALIFICATIONS REQUIRED

High school diploma or GED
Valid Driver’s Licenses desirable

PURPOSE OF THE POSITION & IMPACT

The Hunger Prevention Mobile Food Pantry Coordinator helps to advance the mission of Arm In Arm and its Hunger Prevention Program by assisting the Director of Hunger Prevention to maintain and manage the operation of the Mobile Food Pantry and related services, focusing on preparation and distribution of food at the off-site Mobile Food Pantry events. The Hunger Prevention Mobile Food Pantry Coordinator assists with unloading of food deliveries, storage, and inventory management/related reporting and stocking of food as needed.

COMPETENCIES

1. Ability to work independently with strong sense of focus
2. Demonstrates consistent and reliable performance, including timely completion of duties
3. Ability to build and or work with a team to achieve results
4. Safely operate a hand truck, pallet jack, electric freight lift and “U” boat
5. Computer and Microsoft Office proficient
6. Displays awareness of documentation requirements. Understands and conforms and complies with all standards and policies regarding confidentiality and record keeping; remains up to date with appropriate documentation systems.
7. Minimum fluency in Spanish desirable.

PERSONAL ATTRIBUTES OR CHARACTERISTICS

- Attitude and behavior consistent with core values of the organization, demonstrating compassion, dignity and respect in interactions with clients, staff, volunteers, interns, community partners and supporters.
- Ability to work in a dynamic and fast-paced environment and to respond with changing demands with willingness and flexibility

RESPONSIBILITIES/ MAJOR FUNCTIONS /PROBLEM SOLVING/DECISION MAKING

MAJOR FUNCTIONS/RESPONSIBILITIES	TASKS WITHIN THAT FUNCTION
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<p>1. Facility/Pantry/Equipment</p>	<ul style="list-style-type: none">• Follow equipment monitoring schedule provided by Director of Hunger Prevention• Assist Director of Hunger Prevention in maintaining food inventory warehouse and related equipment in good operating order• Maintain floors clean, swept and dry, place wet floor signs when needed• Ensure trash is in proper receptacles and trash and recyclables are placed at the curb for pickup according to waste removal schedule• Ensure that Mobile Pantry Vehicle has proper supplies and is prepared for scheduled events
<p>2. Mobile Food Pantry assistance</p>	<ul style="list-style-type: none">• Coordinate and supervise off-site Mobile Food Pantry events which are held outdoors and at community partner sites• Be available to be on-site at Mobile Food Pantries held during standard business hours as well as in early evening and on Saturday mornings• Support Mobile Food Pantry activities by working as needed including Program reporting, greeting clients, Client intake, shopping assistance, bagging/checkout, stocking and unloading of food deliveries and inventory• Assist the AIA Driver with the unloading and storage of food and nonfood allocations and donations as needed• Maintain high level of hospitality for clients• Delegate direct and supervise tasks with volunteers as they relate to the operation of the Mobile Food Pantry and as instructed by the Director of Hunger Prevention• Early evening and weekly Saturday availability is required.

<p>3. General Duties/Other tasks position may be called upon to perform</p>	<ul style="list-style-type: none"> • Keep google calendar updated with daily schedule and revise to accurately reflect location if schedule changes. • Maintain, follow and enforce Arm In Arm policy and procedures • Effective clear communication with the Director of Hunger Prevention • Other duties as assigned
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INDEPENDENCE/SUPERVISION RECEIVED:

X Supervision: Performs standard and routine assignments independently to conclusion; unusual problems requiring exceptions to procedures or processes are referred to the supervisor (generally applies to worker able to work independently).

WORKING CONDITIONS

A. Physical demands: lifting, treatments, exposures etc.

Activity	Never	Sometimes of the Time	Most of the Time	All of the Time
Stand			X	
Walk			X	
Sit		X		
Talk or Hear				X
Use Hands/Feet				X
Climb/Balance			X	
Stoop/Kneel			X	
Reach			X	
Smell			X	

B. Lifting or Force Exerted

Pounds	Alone	With Assistance	Never	Sometimes	Most of the time	All of the Time
75lbs	X			X		
< 25	X					X
< 50	X			X		
< 100	X			X		
> 100	X	X		X		

A. List the specific job duties that require physical demands

Unloading, moving, storage and stocking of food. Frequent periods of standing, stooping, walking and descending and ascending one or more flight of stairs multiple times daily. Frequent periods of two to three hours in duration of being outdoors in all seasons and weather for Mobile Food Pantry activities.

B. Does this job have any special vision requirements?

No

C. Language Skills Required

English, Spanish desirable

D. Mathematical Skills

Basic addition, subtraction, multiplication, division

E. Work Environment and Sensory: Office or field, outreach, driving, noise, exposure to odors, smells, touch

Effectively process a high level of sensory stimuli. Ability to withstand sudden and extreme environmental temperature changes and weather conditions. Frequent periods of two to three hours in duration of being outdoors in all seasons and weather for Mobile Food Pantry activities.

F. Mental: Stress, emotional

Maintain even temperament/disposition amidst moderate to occasional high levels of stress. Maintain appropriate self-composure throughout occasional conflict and resolution.