

# Mobile Pantry Coordinator

Full time position with benefits.

**Job summary:** Coordinate all activities related to Second Harvest's mobile distribution programs including Produce Express and Military Share.

## **Duties & responsibilities:**

- Works with Food Resources and Operations teams to increase the quality and throughput of perishable items to clients.
- Recruit new sites and partners to increase Mobile Food Pantry Distributions throughout Second Harvest's 11-county service area
- Plan and order items to be distributed at special distributions based on estimated numbers of recipients at sites and product available.
- Coordinate distribution logistics.
  - Works across SHFB teams to ensure that appropriate staff and a full complement of volunteers are scheduled at each distribution.
  - Ensure all needed supplies and equipment are available and ready for loading prior to distribution.
  - Coordinate drivers and volunteers on days of distributions.
- During Distributions, oversee staff and volunteers, and ensure a positive experience for clients, volunteers, and staff at all distributions.
- Confirm distribution site availability and most efficient set up
  - Maintain relationships with host sites to ensure sustained participation
  - Identify and immediately address any safety concerns with sites
- Maintain accurate records, statistics and data from each distribution
- Upon return to warehouse, oversee proper unloading of trucks, weighing and recording of returned product, restocking of product and supplies, and cleanup of dock area.

## **Qualifications:**

- Bachelor's Degree preferred
- Experience with Microsoft Office products including Excel and Word
- Previous leadership or experience coordinating volunteers preferred
- Ability to lift and move 50 pounds and stand 3-4 hours. This position will require exposure to outside temperatures and weather
- Valid driver's license and good driving record required. Travel throughout the 11-county region is a regular part of this position
- Willingness to work a flexible schedule including weeknights and Saturdays

## **Certificates:**

- Safe Food Handling Certificate and First Aid/CPR certifications required within 90 days of employment.
- Fork Lift operation certification

Resume and references to: Second Harvest Food Bank of NW PA, 1507 Grimm Drive, Erie PA 16501. No phone calls. EOE