



## LOAVES & FISHES

Groceries for Neighbors in Need

### Job Title: **Mobile Pantry Driver**

FLSA Status: Part time Non exempt; scheduled hours determined by the Operations Director & Mobile Pantry Coordinator; Hours vary, does include some evenings and weekends.

Reports to: Operations Director

Revision Date: October 15, 2019

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### **POSITION SUMMARY:**

The Mobile Pantry Driver serves as a key member of the pantry operations team assisting with the driving, stocking, staging of mobile pantries. He/She provides direct support to the Mobile Pantry Coordinator in daily operations of mobile pantries and FoodShares as assigned. He/She ensures that the mobile pantries are a clean and safe work environment.

### **ESSENTIAL FUNCTIONS:**

1. Safely transport mobile pantries to event sites and ensure food is secured properly for transport.
2. Will assist OCHA Mobile Pantry Coordinator with appropriate mobile site planning including truck logistics, community relations, patient/client needs, etc.
3. Ensure that mobile pantries are amply stocked with healthy food for scheduled mobile pantry events. Will assist as needed with client shopping experience as per Loaves & Fishes client choice guidelines.
4. Maintains a clean and safe pantry environment. Responsible for making sure food is stored properly and ensures temperature logs are documented/maintained on all cold storage. Responsible for the removal/disposal of any recalled or spoiled items. Follows all food safety, food handling and sanitation guidelines and regulations.
5. Implement efficient and effective sorting, packing and pulling practices to best prepare goods for pantry distribution while minimizing waste. Manage stock rotation, processing, and distribution through a "First In – First Out" inventory management procedure.
6. Assists the Warehouse Coordinator with Sorting Group operations as deemed necessary.
7. Assist volunteers and other staff members with loading/unloading of mobile units or freight. Supervise the handling of hand operated equipment to move and store food. (Pallet Jacks, Hand Trucks, etc.) Operate all trucks and equipment for movement of food. (Box Trucks, Fork Lifts, Pallet Jacks)
8. Will assist with recording/documenting client visits appropriately in FishNet database as needed. Will ensure TEFAP eligible clients sign TEFAP slips and will store/maintain these records according to TEFAP guidelines as needed.
9. Complete daily, weekly, monthly and seasonal completion of cleaning checklists for mobile units as assigned. Assist in the overall maintenance of the warehouse and equipment. Advise the Warehouse Coordinator of any vehicle and/or equipment maintenance requirements.
10. Respond to special needs presented by clients, donors, volunteers and participating pantries (e.g., volunteer coordination, traffic flow, schedule changes, etc.). Will report any pantry schedule changes, closures, emergencies, incidents/accidents, equipment needs, etc. to the Loaves & Fishes Administration in a timely fashion.
11. Attend staff meetings/trainings and other meetings as required.
12. Represent the association as required by the Executive Director.
13. Participate in and support Loaves & Fishes' Fund Raising Efforts.

**QUALIFICATIONS:**

- 1. Minimum education requirements: high school diploma or equivalent degree.
- 2. Valid Carolina CDL Class B driver’s license with an excellent driving record. Experience driving a box truck and pulling a 28 Ft. trailer required
- 3. Two or more years of warehouse/distribution experience preferred.
- 4. Strong inventory tracking and organizational skills.
- 5. Willing to work flexible schedule as needed
- 6. Forklift certification or willingness to be trained to operate forklift recommended.
- 7. Ability to lift up to 50 pounds repetitiously.
- 8. Proficiency in basic computer operations. (Microsoft Office-Outlook, Word, Excel)
- 9. High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative and an ability to manage multiple tasks and projects at a time.
- 10. Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
- 11. A passion for the mission of Loaves & Fishes is essential.

**This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties will be reviewed annually and may be modified when deemed appropriate by management.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_