



Mobile Distribution Coordinator

Hourly 20 hours per week
Grant funded through 10/2024

SUMMARY:

Under the supervision of the Director, the Mobile Distribution Coordinator is responsible for all mobile distribution locations. This includes site procurement and event outreach, transporting products, site set-up, organizing volunteers, distribution, and additional paperwork and reporting as required.

ESSENTIAL FUNCTIONS

- Responsible for facilitating mobile distributions in a respectful, non-judgmental manner.
- Responsible for coordinating product from the warehouse, loading vehicles and distributing product at scheduled sites.
- Responsible for program outreach and procurement of distribution sites.
- Maintains quality control of product before distribution to general public. Follows appropriate procedures for food distribution, including all health and safety regulations for food handling.
- Maintains positive working relationships with staff, volunteers and clients, while acting as a leader, and making decisions that are in the best interest of the Food Closet.
- Maintains client and volunteer sign-in sheets and documents program statistics for all distributions.
- Responsible for daily sanitation of truck and food distribution supplies and equipment. Keeps vehicles clean and neat. Completes required paperwork such as daily mileage logs, trip logs, fuel logs, temperature logs and safety check.
- Have working knowledge of Feeding America's warehouse practices and pertinent manuals and materials related to food bank operations
- Represents the agency with dignity, integrity and a spirit of cooperation in all relationships with volunteers and the public.
- Completes other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications and Experience:

- High School Diploma or General Education Degree (GED) and a minimum of two (2) years of progressively responsible warehousing and supervisory experience.
- Must be able to work 20 hours/week; Monday through Friday. Flexibility to work some evenings/weekends
- Frequent lifting and bending; full range of motion in lower and upper extremities and use of back; long periods of standing. Ability to lift and/or move items weighing up to 70 pounds consistently, up to 250 pounds occasionally, and to push items that may weigh up to 1,800 pounds.
- Must be able to withstand temperature changes from repeated exposure to cold while working with inventory in walk-in refrigerator and freezer
- Demonstrates dependability, service attitude, and strong organizational skills
- Strong math and written communication skills and able to interface with internal and external customers.

- Strong computer skills including Internet and Microsoft Office applications (Word, Excel) and internet-based applications.
- Works well independently with minimum supervision as well as ability to work in a team environment.
- Positive attitude and ability to handle multiple tasks simultaneously
- Excellent interpersonal and relationship skills
- Experience working with and supervising volunteers and/or clients from diverse backgrounds
- Must have a valid Nevada Driver's License and a clean driving record and be responsible for any traffic violations whether moving or parking occurring during the course of business

Skill in:

- Making accurate mathematics calculations.
- Maintaining accurate records and files.
- Exercising sound independent judgement within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Meeting critical time deadlines.
- Ability to work in databases and coordinate calendars.
- Ability to effectively present information and respond to questions from groups of diverse individuals.
- Working to achieve program goals while working within established budgets.
- Contributing effectively to the accomplishment of Food Closet goals, objectives and activities.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current Driver's License, clean driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl. Ability to lift and/or move items weighing up to 70 pounds consistently, up to 250 pounds occasionally, and to push items that may weigh up to 1,800 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

This position primarily resides within a warehouse and outdoor distribution sites. The noise level may tend to be noisy and temperatures are subject to change regularly.