

Mobile Food Shelf Coordinator - Job Description

Organizational Relationship:

The Mobile Food Shelf Coordinator is responsible to the Steele County Food Shelf Executive Director. All work direction will come from the Executive Director. This person shall follow the SCFS Behavior Guidelines.

Position Overview:

The Mobile Food Shelf Coordinator is responsible for managing the activities associated with the mobile food shelf. This position works under the direction of the Steele County Food Shelf Executive Director.

This position is the primary back-up for the Food Programs Coordinator

Food Distribution Responsibilities:

- Ensures appropriate monthly food distributions for clients of the mobile food shelf program;
- Oversees stocking of mobile food shelf with commodities, donated and purchased foods, produce and other available items;
- Distributes food with safety, respect, dignity and good service; and
- Completes client interviews with respect and thoroughness.

Working with Volunteers:

- Coordinates scheduling of the mobile food shelf volunteers;
- Provides consistent direction for all assigned volunteers, including food sorting, stocking of mobile food shelf, personal hygiene and safety issues, etc.; and
- Works with the Food Program Coordinator with information and presentations for the annual volunteer training.

Inventory:

- Reports to the Director when inventory is needed;
- Completes required inventory paperwork;
- Maintains proper food handling certification; and
- Manages inventory per USDA guidelines (First-in, first-out (FIFO) method; 'Best-if-used-by').

Maintenance:

- Responsible for maintenance of all fleet vehicles;
- Reports to Director when further repairs are required; and
- Maintains clean vehicles.

Record Keeping:

- Submits time sheets, expense reports, and other required documentation in a timely manner;
- Maintains intake database inputting and reporting for mobile food shelf;
- Updates and maintains procedures manual for the mobile food shelf;
- Submits monthly reports to the Executive Director in a timely manner for grant reporting purposes; and
- Ensures paperwork is completed in accordance with program requirements, including sign-in forms, daily tally of households and persons served for monthly report, inventory reports on food accessed for distribution.

Organizational Responsibilities and Other Duties, as needed or as assigned:

- Assists food shelf clients with shopping;
- Provide for protection of private and confidential data as stated in the MN Data Practices Act;
- Ensure that all food shelf clients are treated with dignity and respect;
- Assists volunteers with loading/unloading van;
- Works with Executive Director to coordinate waste minimization, handling and tracking;
- Attends meetings as needed;
- Attends and participates in relevant staff and/or board and committee meetings;
- Participates in staff development activities/training as needed to complete job duties or as required by the Executive Director;
- Responsible for developing and maintaining positive, effective working relationships with fellow staff, volunteers and board members;
- Participates in organization's public awareness events, community outreach and fundraising events, as needed;
- Performs other duties as needed and/or upon request; and
- Reports on-site for scheduled days and hours.

Qualifications:

Must possess a combination of education, experience, skills, and abilities necessary to carry out the job, including but not limited to the following:

- 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.
- Excellent interpersonal and organizational skills and the ability to prioritize and manage time effectively;
- Strong computer, inventory tracking, program assessment, and reporting skills;
- Ability to work well as part of a team;
- Ability to complete paperwork requirements accurately and consistently;
- Ability to mediate and/or de-escalate challenging volunteer or client situations;
- Ability to lift up to 40 pounds often;
- Valid Minnesota driver's license, excellent driving record;
- Bi-lingual preferred with Spanish language proficiency helpful;
- Minimum education requirements: high school diploma or equivalent degree; and
- Good working knowledge of Microsoft Outlook, Word, and Excel experience.

Hours: 40 hours per week.

It is required for paid staff to be available on Saturday morning, so this position includes one Saturday morning every 3 weeks. Comp hours should be taken during the week leading up to the Saturday this position is scheduled to work. The other two Saturdays will be worked by the ED and the MFS Coordinator