

Position Title: *Mobile Pantry Coordinator*
Accountable to: *Distribution Manager*

General Description: The primary objective of this position is to effectively plan, develop, and implement the San Antonio Food Bank's Mobile Pantry Program. The secondary objective of this position is to fulfill any activities that meet the advancement needs of the Agency Relations Division of the San Antonio Food Bank.

Responsibilities:

- Recruit agencies and sites to participate in the mobile pantry program.
- Coordinate mobile pantry program with partner agencies.
- Drive and maintain mobile pantry vehicle.
- Supervise partner agency staff and volunteers participating in mobile pantry program.
- Provide onsite social Services as well as nutrition education when necessary and appropriate or coordinate with the Social Services and Nutrition Teams to come out on mobile pantry distributions.
- Use forklift and pallet jack as necessary to complete job responsibilities.
- Work with Operations team to order product for mobile pantry distributions.
- Work with Operations team to ensure proper vehicle maintenance and driver requirements have been met.
- Assist Agency Relations with Site Visits, Order Clerk area, and Agency Store.
- Other duties as assigned.

Qualifications:

- Class B Driver's License Required.
- Excellent written and verbal communication skills preferred.
- Skills in computer applications preferred.
- Good judgment and discretion.
- Ability to work independently with minimum supervision.
- Ability to organize work, time and self.