

JOB DESCRIPTION

JOB TITLE: Program Coordinator Mobile Food Pantry

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Hunger Services

REPORTS TO: Director of Hunger Services

Pay: \$21.00/hours

Full Time Position: Benefit Eligible (Health, Vision, Dental, Life/ADD, STD, LTD)

Schedule: Monday through Friday

SUMMARY:

The Mobile Food Pantry Program Coordinator is responsible for coordinating all aspects of their program, while interacting with clients, staff, volunteers and other community organizations.

DUTIES AND RESPONSIBILITIES:

- Coordinate all aspects of the Mobile Food Pantry Program.
- Is knowledgeable regarding MLK policies and guidelines, and acts as role model in abiding them.
- Scheduling and organizing administrative work to include phone communication, data entry, and food inventory.
- Stocking food pantry shelves, loading/unloading truck, set-up/breakdown hunger services community events.
- Pick-up and Receiving and Processing donations/deliveries.
- Shopping at local merchants for pantry products, sorting items, stocking pantry shelves.
- Maintaining the cleanliness of the food pantry as well as the van/truck after each use.
- Assures that boxes are being broken down for recycling.
- Drive the Food 2 Friends van and/or Mobile Food Pantry truck when necessary.
- Perform van and truck safety checks on a daily basis.
- Work as a team member with other Hunger Services staff as well as with other MLK Center staff.
- Maintain confidentiality of client information.
- Attend and participate in staff meetings and site events as requested.
- Follow all program policies and state regulations.
- Maintain personal professional development to ensure continuous quality improvement.
- Other duties as assigned by the Director of Hunger Services and/or Executive Director.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
 - **Certificates, licenses and registrations required:**
 - Valid driver's license and good driving record.
 - Employment contingent upon successful background screening.
- **Computer skills required: (Select all applicable)**
 - Database Software
 - Spreadsheet Software (Excel);
 - Word Processing Software (Word);
 - Microsoft Office (Outlook);
- **Other skills required:**
 - Able to perform rigorous physical duties: heavy lifting, carrying, moving items, climbing in/out of box truck and van, etc.
 - Possess strong communication skills.
 - Possess strong organizational skills.
 - Have courteous and intuitive interactions with clients.
 - Have a strong desire to learn.
 - Empathetic, courteous, and highly organized.

COMPETENCIES:

- **Community Relationship Success:** Treats all clients, donors and members of the community with dignity and respect. Resilient in handling stressful and challenging situations, while maintaining a positive attitude. Problem solves and can pivot to meet the challenges of the situation.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Planning/Organizing** - Prioritizes job responsibilities; Uses time efficiently; Sets goals and objectives.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand.
- Frequently required to walk.
- Frequently required to sit.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to climb, balance, bend, stoop, kneel or crawl.
- Frequently required to talk or hear.
- Frequently exposed to outside weather conditions.
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must frequently lift and/or move up to 50 pounds.
- Additional remarks regarding work environment: