



Mobile Food Pantry (MFP) - CSFP Coordinator

The Food Bank's Mobile Food Pantry (MFP) distributes food to neighbors in rural communities, where access to food pantries is sometimes limited. We use these distributions as an opportunity to deliver additional food to seniors. **Please note the offsite location.**

At the start of this role, Food Bank staff will provide an overview of and training for the federally funded Senior Food Box program, known officially as the Commodity Supplemental Food Program (CSFP).

Volunteer Job Description:

- Assume monthly responsibility for a specific Mobile Food Pantry (MFP) site
- Meet the Food Bank's truck at that location on the day of the MFP distribution and count the number of boxes and cheeses that arrive, sign off on packing list
- Using a printed list of names that Food Bank staff will provide you, check off names as seniors come to pick up their boxes and cheeses
- Coordinate with other MFP volunteers to load boxes and cheeses into guest cars
- Count the total number of boxes and cheeses that were distributed
- Count the number of boxes and cheeses that are left over at the end of the MFP distribution (if any)
- After the MFP concludes, provide Food Bank staff with the number of boxes and cheeses that were delivered to the site, the number of boxes and cheeses that were distributed, the printed check in list, and the number of boxes and cheeses that were left over. This is an important step in our accountability to the federal government.
- With excellent customer service and keeping the dignity of our guests in mind, help seniors complete required paperwork to enroll in the program, as needed
- Maintain clear, up-to-date communication with Food Bank staff
- OPTIONAL: Learn the Food Bank's guest intake system Link2Feed and enter guest distribution details in the database, after MFP distributions

Qualifications & Requirements:

- Reliable self-transportation to the distribution site (the Food Bank does not reimburse for mileage)
- Strong attention to detail
- Excellent customer service skills
- Good judgment and safety awareness
- Good communication skills
- Access to phone, computer, and email
- Access to internet at home
- Ability to work independently and collaboratively with a team
- Ability to stand for approximately 3 hours
- Good mobility required for bending and reaching, etc.
- Ability to lift up to 30 lbs. of weight.

Time/Age Restrictions:

- At least 18 years of age.
- Must be onsite for approximately 3 hours at the MFP distribution, once a month (a weekday morning)
- Additional time (approximately 2 hours per month) is needed in addition to the distribution, for reporting tasks
- We ask for an initial commitment to serve in this capacity for 8-12 months, since consistency is important

Dress Code:

- Due to safety concerns, all volunteers must wear close-toed shoes (no sandals or flip flops) and comfortable, appropriate clothes suitable for the weather of the day.

Training:

- Food Bank staff and Site Coordinator will provide necessary training, supervision, and support.

Interested? Contact:

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