



## **Mobile Food Pantry Site 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.**

### **Volunteer Job Description:**

The MFP Site Coordinator acts as the main liaison between the Food Bank and the Mobile Food Pantry site. They oversee all aspects of the distribution including the car route, volunteers, and the duration of distributions. The MFP Site Coordinator works to ensure a happy, productive, and positive experience for each volunteer and client. The site coordinator also ensures the MFP site is clean after every distribution.

- Volunteer Management
  - Huddle the volunteers when the Food Bank Truck arrives to explain the menu and the food packing process of the day
  - Determine when the distribution is set to start on the day of (usually between 9:30am-10am)
  - Responsible for volunteer recruitment, retention, and accountability with BRAFB support when needed
  - Monitor volunteer safety and concerns (report any issues to Colleen)
  - Enforce rules regarding food distribution to volunteers and management of surplus inventory
    - Volunteers should wait until the distribution has finished to load their cars with deliveries.
  - Alerting Colleen to any concerns regarding volunteer numbers, key role players, logistical questions, etc.
  - Share information regarding press or any special guests that may be attending the MFP
  - Report volunteer hours to Colleen
- Client Engagement
  - Handle on site client complaints (report any issues to Colleen)
  - Ensure check-in and reporting are accurate and completed in Link2Feed
    - Report any major changes in numbers to Colleen
- Inclement Weather

- Monitor weather and school closings (report to Colleen) as this will inform whether we cancel an MFP
- Help spread the word about the MFP closing to volunteers and guests

**Qualifications & Requirements:**

- Must be able to attend distributions every month
- Must be able to provide their own transportation (the Food Bank does not reimburse for mileage)
- Strong attention to detail
- Good judgment and safety awareness
- Good communication skills
- Access to phone and email
- 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

**Time/Age Restrictions:**

- At least 18 years of age.
- Must be onsite at the MFP distribution once a month for approximately 3 hours (occurs in the morning during the week)
- Additional time (approximately 2 hours) may be needed outside the distribution for reporting and other tasks
- Initial commitment of 12 months as 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:**

**Colleen Berger**

Manager of Community Nutrition Programs

Phone: 540-213-1319

Email: [cberger@brafb.org](mailto:cberger@brafb.org)