



## **Mobile Food Pantry CSFP Coordinator**

The Mobile Food Pantry Senior Food Box Coordinator works closely with the food bank team at our mobile pantry to support the needs of the Senior Food Box project. Food Bank staff will provide an overview of the Federal 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 packing list
- Using either Link2Feed (our data software) or 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 if you used one, and the number of boxes and cheeses that were left over.
- 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 after MFP distributions

### **Qualifications & Requirements:**

- Must be able to provide 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. of weight.

### **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
- Initial commitment for 8-12 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:**

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