



## **Mobile Food Pantry Site Coordinator**

The Blue Ridge Area Food Bank's (BRAFB) 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 guest. The site coordinator also ensures the MFP site is clean after every distribution.

The Blue Ridge Area Food Bank is an Equal Opportunity Employer and **strongly encourages people with lived experiences of hunger** and members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.

As an **MFP Site Coordinator**, you will help by:

- Leading and coordinating volunteers both before and during the distribution.
  - This could include recruiting, retaining, and supporting volunteers with help from BRAFB, as needed.
- Monitoring the distribution for safety.
- Ensuring all distribution and food safety guidelines are followed, with the support of other volunteers and BRAFB staff.
- Alerting Food Bank staff to any concerns regarding volunteer numbers, key role players, logistical questions, etc.
- Recording estimate of volunteer hours for BRAFB staff.
- Being the point person to handle guest or volunteer complaints.
- Work closely with BRAFB staff to ensure clear communication about any changes or updates to the MFP.

### **Qualifications & Requirements:**

- Generally, 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 and leadership 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, repeatedly.

**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 1 hour, at the most) may be needed outside the distribution for reporting and other tasks.
- Initial commitment of 8 months as consistency is important.

**Dress Code:**

- Due to safety concerns all volunteers must wear shoes that cover their whole foot (no sandals, CROCS, or flip-flops) and comfortable, appropriate clothes suitable for the weather of the day.

**Training:**

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

**Interested? Contact:**

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