

Feeding America West Michigan Food Bank
JOB DESCRIPTION
JOB TITLE: MOBILE PANTRY STAFF

REPORTS TO: Programs Manager

GENERAL DESCRIPTION: Loading and cleaning mobile pantry trucks. Organizing the storage cooler and the rotation of produce and refrigerated products. Mobile construction and building of mobile pantry trucks for delivery.

ESSENTIAL JOB FUNCTIONS:

- Clean mobile pantry trucks and maintain the cleanliness of the mobile pantry loading area and the trash compactor area
 - Assist with the construction of Mobile Food Pantry orders
 - Rotate produce and refrigerated products based on estimated shelf life and receipt dates (first in, first out)
 - Inspect products to determine suitability for distribution on mobile pantries
 - Load trucks for delivery
 - Maintain organization of products in the storage cooler
 - Load Farmers for Farm Program Pick ups
 - Record products that are delivered and returned
 - Sort pallets and stack them for recycling
 - Manage product disposal in the most cost effective manner
 - Ensure that all activities within the mobile pantry department are in compliance with government regulations and Feeding America standards for safe food handling and sanitation
 - Ability to work in a high pressure environment
 - Commitment to the mission of the organization.
 - Saturday Rotation and Early Start times
- This list is not all-inclusive and other duties may be assigned**

Professional Requirements:

- Good interpersonal relationship skills, including volunteer management skills
- Ability to lift at least 50 pounds on a regular basis
- Ability to operate a forklift and other warehouse equipment
- Experience with and/or knowledge of safe food handling, salvage handling and volunteer management
- Attention to detail
- Knowledge of warehouse operations
- Basic computer skills
- Good organizational and math skills.

Mission Statement

We gather and distribute food to relieve hunger and increase food security throughout West Michigan and the Upper Peninsula.

Core Values

We will treat everyone (staff, agencies, volunteers, vendors, community partners) with respect and dignity.

We will be good stewards of all our resources. We will be accountable for the use of these resources to fight hunger.

We will always act with integrity by being honest and open, and always delivering on our commitments.

We will build strong relationships within our community. Striving for collaboration and trust to engage our community in the fight against hunger.

We will strive to build on the diverse strengths of our staff and Board that represent the diversity of our community.

Equal Employment Opportunity

It is the policy of Feeding America West Michigan Food Bank to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. FAWMFB will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.