Job Description – Mobile Food Pantry Coordinator-DRIVER

**Status:** Non-Exempt

**Hours:** 1.0 FTE (Full-time, 40 hours, occasional evenings and weekends)

**Compensation:** Commensurate with experience

**Reports to:** Manager of Food Pantry Operations

**Job Summary:** The Mobile Food Pantry Coordinator/Driver is responsible for all duties related to the mobile food pantry operations. Assists with general and specific mobile food pantry functions under the guidance of the Manager of Food Pantry Operations.

**DUTIES AND RESPONSIBILITIES**

- Responsible for all driving assignments of the mobile food pantry
- Work with Program Manager, Food Pantry Operations to ensure and maintain the effectiveness of the Mobile Food Program
- Loading and unloading of the vehicle on a daily basis
- Maintain inventory of food to ensure the levels are sufficient for the expected number of clients
- Cleaning the inside and outside as needed
- Maintain food safety and cleanliness standards
- Safety checks of vehicle systems
- Follow daily setup and takedown procedures
- Notify Program Manager, Food Pantry Operations of any needed repairs or services
- Communicate and coordinate licenses, maintenance and other vehicle needs with Manager
- Set up and take down of tables and shades at the distribution locations as needed
- Maintain daily vehicle, pantry logs and records
- Assist volunteers with the distribution of food to clients
- Maintain client confidentiality and treat all clients with dignity and respect
- Pick up and weigh donations as needed
- Assist, if needed, in food slip data entry if needed and dashboard reports at the end of the month
- Work in collaboration with client services mobile coordinator on client engagement and partner relations
- Assist the Manager of Food Pantry operations with SHFB ordering, gleaning when needed and produce hub pickups

West Valley Community Services believes that each employee makes a significant contribution to our success and should not be limited by the assigned responsibilities. This job description outlines primary duties, qualifications, and job scope, but is not intended to be a comprehensive description of job responsibilities. We expect each employee to offer his/her services as necessary to ensure the success of our endeavors.
Job Description – Mobile Food Pantry Coordinator-DRIVER

QUALIFICATIONS

- Must have a valid California driver’s license and insured automobile
- Clean driving record
- Reliable transportation and ability to arrive at work at the scheduled time each day
- Ability to lift 50lbs
- Positive attitude and desire to help WVCS in their mission to provide services in a professional and dignified environment
- Ability to remain courteous and respectful of volunteers, clients, members of the community and colleagues at all times
- Ability to perform job tasks in a safe manner at all times
- Ability to work outside in varying weather conditions
- Flexibility to adapt to changes in work levels and to programs
- High School Diploma and Preferred Experience
- Experience with driving a large vehicles Box truck, Bus, RV, Food Truck, etc
- Ability to drive agency vehicles as required to accomplish authorized Agency business.
- As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure organizational success.

ABOUT WEST VALLEY COMMUNITY SERVICES

West Valley Community Services is a nonprofit organization that has been providing safety net services to low income and homeless individuals and families in the west valley region of Santa Clara County for more than 40 years. The mission of West Valley Community Services is to unite the community to fight hunger and homeless. Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

At West Valley Community Services, we value:

- Compassion – We respond to the needs of others with sensitivity and kindness.
- Dignity – We treat everyone with honor and respect.
- Integrity – We operate with honesty and strong moral principles.
- Service – We bring together the community to help others.
- Diversity – We value each individual’s uniqueness.
- Ingenuity - We approach our work with creativity and resourcefulness.

These values inform the work we do with our clients, our staff, our board members, and the community.
Job Description – Mobile Food Pantry Coordinator-DRIVER

West Valley Community Services offers a range of safety net services to clients, including a food pantry, affordable housing, emergency financial assistance, a mobile food pantry, financial coaching, family support, case management, and referral services. We also partner with county agencies to ensure clients have access to public health and food assistance benefits. Our programs target families with children, at-risk youth, seniors, individuals, and disabled adults who are extremely low-income, living on a fixed-income, homeless or are at risk of becoming homeless.

West Valley Community Services is the only nonprofit agency helping the almost 22,000 men, women, and children living in poverty in the west valley communities of Cupertino, West San Jose, Monte Sereno, Saratoga, Los Gatos and the surrounding mountain regions. We provide the most vital and basic human services to the community’s neediest individuals and families.

Email Cover Letter and Resume to:
WVCS Jobs – HR hr@wvcommunityservices.org [Please indicate “Mobile Food Pantry Coordinator-DRIVER” in the subject line of the email]