



Mobile Pantry Driver

Location: 1642 Calvary Industrial Dr. Gainesville, GA 30507

Reports to: Director of Operations

Status: Full Time Non-Exempt

Job Summary:

The Mobile Pantry Driver is one of the Georgia Mountain Food Bank's roving ambassadors for healthy eating and family stability in northeast Georgia. The driver helps promote GMFB's mission, vision, and values by overseeing programs that provide fresh food and nutrition education programs along with services that help families achieve self-sufficiency. The driver helps with the operation of the Mobile Pantry program including but not limited to driving to the distribution sites, distributing produce, restocking pantry items, coordinating Mobile Pantry food distributions at select remote sites, maintaining accurate records and reporting as required. The Mobile Pantry Coordinator ensures that information reaches the appropriate audience via education and awareness.

Major Responsibilities and Duties:

SPECIFIC DUTIES:

- Responsible for being a representative of the Food Bank's mission and facilitating Mobile Food Pantry distributions in a respectful, non-judgmental manner.
- Responsible for pulling orders from the warehouse, loading MFP trucks and delivering products to scheduled sites.
- Ensures that Site Coordinator and volunteers at each MFP site are properly trained in the distribution process, with emphasis on client safety and proper food handling.
- Maintains quality control of product before distribution to the general public. Follows appropriate procedures for food distribution, including all health and safety regulations for food handling.
- Maintains positive working relationships with Site Coordinators, volunteers and clients, while acting as a leader, and making decisions that are in the best interest of the Food Bank.
- Maintains client and volunteer sign-in sheets and documents program statistics for all distributions.
- Responsible for daily sanitation of truck and food distribution tables and bays. Keeps trucks clean and neat. Completes required paperwork such as daily mileage logs, trip logs, fuel logs, temperature logs and safety check.
- Assist with warehouse duties as necessary
- Other duties as assigned.

Job Qualifications:

- Valid Georgia Driver's license, excellent driving record with ability to acquire a DOT Health Card
- Ability to drive a truck hauling a 18' bumper pull-enclosed trailer (ex: Camper, boat or bobcat trailer)
- Excellent communication and customer service skills.
- Ability to work independently and supervise diverse volunteer groups.

- Excellent organization skills, accuracy, and detail orientated.
- Willingness to travel throughout multi-county service area; occasional nights and weekends required.
- Basic knowledge of computers and Microsoft Office applications.
- Certification to operate a motorized forklift or willingness and ability to obtain certification (at Food Bank cost).
- Willingness to obtain ServSafe Certification (at Food Bank cost).
- Employment contingent upon initial and ongoing negative drug screen.
- Ability to seek out and participate in networking opportunities to increase program visibility and community awareness;
- Ability to work collaboratively with other individuals and agencies;
- Strong organizational and time management skills;
- Experience working in the nonprofit sector is preferred;
- Proficiency in written and spoken English. The ability to also speak Spanish is a plus
- All Programs and Services staff are required to be organized and efficient at prioritizing projects;
- All Programs and Services staff need to have the ability to work with and manage volunteers to maximize efficiency;
- All Programs and Services staff need to have exemplary customer service skills to communicate with all food bank stakeholders.

Physical Demands

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hand and arms; talk and hear. Employees must be able to lift and/or move up to 50 pounds.

Work Environment

The work environment is primarily outdoors and may include distribution held in inclement weather. The noise level in the work environment is usually moderate.

These statements are intended to describe the general nature and levels of work to be performance and are no intended to be an all-inclusive list of responsibilities and duties.

Work schedules may vary depending on the needs of the Georgia Mountain Food Bank and may require working weekends, holidays and evening hours.

The Georgia Mountain Food Bank reserves the right to revise this job description at will.

This job description in no way represents a contract of employment.

Employee

Signature: _____ **Date:** _____