



### **JOB HIGHLIGHTS**

Mobile Food Pantry Coordinator  
FamilyWorks  
Seattle, WA

*If you are looking for a Mobile Food Pantry position, our opportunity may be right for you!*

### **Mission**

FamilyWorks partners with families to alleviate food insecurity and ensure they have resources and support to overcome systemic barriers to equity, build stable communities, and thrive.

### **POSITION SUMMARY**

The Mobile Food Pantry Coordinator works alongside our Warehouse Coordinators, Food Access Coordinator, and Food Bank Manager to run our free Mobile Food Pantry program and ensure that the needs of our Food Bank participants are met in a welcoming, safe, and respectful manner. Daily tasks may include tracking and planning the daily food menu, contacting potential new sites, and recording data. This is a growing program, so we are hiring an additional Mobile Food Pantry Coordinator to support program expansion.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each of these essential duties at a satisfactory level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

- Coordinate and carry out weekly Mobile Food Pantry services schedule based on community needs.
- Facilitate efficient and quality food distribution at our Wallingford location and through our Mobile Food Pantry services.
- Establish key relationships with community partners to provide holistic services.
- Coordinate with site partners regarding closures, scheduling changes, and site needs.
- Conduct outreach and recruitment to new Mobile Food Pantry sites and participants.
- Receive and record vendor/donor deliveries, process incoming products, rotate stock, and monitor inventory levels.
- Complete grocery rescue and other local pick-ups when needed.
- Assist with data entry and monthly reports.
- Direct and support volunteers in the Food Bank warehouse and mobile sites.
- Respond to special circumstances presented by clients/volunteers (walk-ins, special needs, referrals, conflicts, etc).
- Maintain a clean, orderly facility that meets or exceeds sanitary and safety guidelines/regulations.
- Attend staff meetings, conferences, and other meetings as required.

### **QUALIFICATIONS**

The requirements below represent the knowledge, skill, and ability required for this position.

- Demonstrated understanding of issues related to anti-racism, cultural competency, food justice, hunger, and poverty and committed to ongoing and intentional learning on these topics.
- Passion for FamilyWorks' mission, vision, and values.
- Represents FamilyWorks with professionalism, dignity, and respect when interacting with customers, staff, volunteers, and the community.
- Ability to work in an independent, responsible manner, utilizing time management and organizational skills.
- Willingness to proactively seek supervisory input, resources, and information needed to accomplish the job.
- Strong interpersonal and communication skills including the ability to interact well with individuals of diverse racial, socioeconomic, and cultural backgrounds.
- Valid driver's license and satisfactory driving record with no moving violations in the past three years.
- Comfortable operating a truck (step van); some professional driving experience preferred.
- Ability to obtain a WA Food Worker card within four weeks after the hire date. FamilyWorks will pay the certification fee.

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work environment characteristics described are representative of those an employee encounters while performing the essential job functions in a warehouse setting.

- Involves significant physical exertion on an everyday basis, including heavy lifting (50 lbs or more)
- Working extended periods on a cement floor
- Requires driving a step van.
- A dynamic and fluid work environment requiring flexible thinking and decision-making.

#### **HOURS/COMPENSATION/BENEFITS:**

40 hrs/per week, Monday – Friday (with some evening/weekend events as required)

Pay: \$22-24/hour, based on experience

Medical, dental, vision, and retirement benefits, generous paid leave, and 14 paid holidays.

Company Paid Life Insurance

Health Savings Account

FamilyWorks is an equal-opportunity employer committed to workplace diversity. We do not discriminate based on gender, age, race, religion, marital status, sexual orientation, national origin, disability, or veteran status.