



# UTAH FOOD BANK

## JOB DESCRIPTION

**POSITION TITLE:** PT/Mobile School Pantry Coordinator  
**SUPERVISED BY:** Programs Manager  
**RESPONSIBLE FOR:** Coordination of Mobile School Food Pantry & Summer Feeding Program

### DUTIES:

1. Coordinate and oversee MSP deliveries at scheduled sites with sponsors and volunteer staff
2. Coordinate and oversee mobile Kid's Cafe Summer Feeding sites
3. Work with school administration for verification for student enrolment
4. Coordinate with schools, sponsors and volunteers with any date or time changes
5. Work with driver to ensure MSP event runs smoothly and to troubleshoot issue
6. Maximize use of volunteers on a regular basis with MSP program and with sites/sponsors
7. Ensure MSP sites collect client signature sheets with client counts and maintain records on people served
8. Work with warehouse and inventory to coordinate product distribution by providing numbers served and helping refine amounts of product on truck, especially perishable products
9. Monthly data on people served at MSPs and volunteer hours reviewed with Programs Manager for data entry
10. Work with transportation on MSP calendar; verify monthly distribution to agencies/sites; post on UFB website
11. Keep Programs Manager informed of MFP program issues and concerns
12. Assist with Programs data entry as assigned
13. Ensure staff communication and action when partner agencies/programs have issues that can be solved by UFB
14. CACFP training to assist with Kid's Cafe
15. Other duties as assigned

### QUALIFICATIONS:

- 1 to 3 years directly related experience dealing with clients/customers in social service setting
- Able to work with diverse groups, children and individuals in a friendly but firm manner
- Able to work independently and as a team member
- Must be able to plan, direct and complete complex tasks
- Strong organization skills and excellent communication skills, verbally and in writing
- Good customer service skills; excellent leadership and conflict-resolution skills
- Intermediate computer skills with database, Word and Excel
- Able to relate to clients, agency staff, donors and the community at large in a positive manner
- Valid driver's license with clean driving record (MVR required prior to hire)
- High positive energy level and high standards of professional ethics and conduct
- Food Handlers permit
- Ability to pass a national background check

### PHYSICAL REQUIREMENTS:

Requires physical exertion at MFP sites such as long periods of standing, walking on uneven surfaces, recurring bending, stooping, stretching, reaching; lifting of moderately heavy items. Candidates should be able to lift 25 to 50 lbs. on a regular basis as needed. This person will be regularly exposed to variable weather conditions from mild to extreme heat and cold, fumes and air particles. During peak seasons, all UFB staff may be asked to assist with receiving donations, picking up donations or other customer service work outside the normal scope of duties.