



## *Job Description*

<b>Position Title:</b>	<b>Mobile Produce Coordinator – Full Time</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>9</b>
<b>Department:</b>	<b>Administration</b>
<b>Location:</b>	<b>Salem Facility</b>
<b>Supervisor:</b>	<b>Community Initiatives Manager-Health and Outcome Services</b>
<b>Supervises:</b>	<b>None</b>
<b>Revised Date:</b>	<b>8/28/19</b>

**Position Purpose:**

The Mobile Produce Coordinator will support the mission of Feeding America Southwest Virginia by executing the Mobile Produce program and operating and maintaining the Mobile Produce (MP) van, trailer and equipment.

Work with the Programs Team to ensure a variety of food resources are available in communities served through Mobile Produce distribution sights targeting areas of FASWVA’s serve area. Work and support the Operations Team to ensure a good team dynamic and warehouse operations.

*To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below.*

**Position Responsibility (Expected Work):**

1. As the Mobile Produce (MP) Coordinator, he/she will demonstrate a professional demeanor in interactions with all FASWVA staff, agencies, program representatives and government officials in providing support and ensuring compliance.
  - Keep informed and consistently practice the policies and procedures of Feeding America Southwest Virginia, Feeding America national office, USDA, FDA and government regulations pertaining to food handling, storage, sanitation and disposal.
  - Ensure that warehouse, equipment, vehicles, sanitation, pest control, fire prevention and safety procedures are followed.
  - Possess knowledge of Feeding America Southwest Virginia and all programs.
  - Complete ServSafe training within the first six months of employment and keep current.
  
2. The Mobile Produce Coordinator reports directly to the Community Initiatives Manager-Health and Outcome Services and is responsible for the MP operations.

**MP Operations:**

- Develop and maintain partnerships with MP collaboration partners, site points of contact and partner agencies working with the MP program.
  - Identify and preparing new MP distribution sites and times.
  - Coordinate the logistics for each distribution. Ensure that the correct amount and mix of MP product is available in the correct containers to be distributed to the clients, and that the correct number of volunteers/staff are available to receive, handle, pack, and distribute the food to the distribution site.
  - Coordinate ancillary services and materials to be contributed by our partners (including Carilion, VVCE, and others) at each distribution.
  - Identify and implement process improvements.
- Ensure food distribution program compliance with FASWVA and governmental guidelines and regulations during MP distribution activities.
- Ensure that the MP van, trailer and equipment are properly maintained, cleaned and are fully fueled for distributions.
- Responsible for working with Operations, Director of Volunteer Services and Food Procurement

- Personnel to plan, pull, package and load the fresh produce to be distributed during the month to each MP distribution site.
- Maintains and follows effective processes for office communications and administrative procedures.
  - Maintain program files to ensure compliance with Feeding America and governmental regulations.
    - Accurate mileage logs are completed and kept.
    - Ensure that the information on MP inventory reports is complete and accurate.
    - Maintain proper vehicle inspections and documentation.
    - Assure all grants and funding is accounted for, including completion of invoices as appropriate.
    - Maintain data regarding distribution statistics and key data collection elements.
  - Responsible for the effective execution of the MP distributions.
3. Coordinate with the Operations team.
- Ensure accurate completion of all receipt information and required log data in accordance with standard operating procedures (SOP).
  - Validate all outbound quantities of MP product to ensure inventory integrity.
  - Immediately report any and all product equipment safety or facility damage. Photo document as needed.
  - Ensure timely receipt of MP product to the Food Bank including storage of product according to established procedures.
4. In working as a contact for the organization, demonstrates a professional demeanor in all interactions with member partners, visitors, volunteers, donors and the general public.
- Visitors should be handled professionally and promptly.
  - Deal effectively with a variety of personalities and situations requiring tact, judgment and resolution.
  - Develop strong customer service skills in effectively dealing with the public.
  - Develop communication skills with co-workers to understand and articulate the need for support.
5. The Mobile Produce Coordinator will also support the Food Procurement Manager by assisting with the following tasks and functions:
- Maintain adequate inventory levels of fresh produce, including recommendations for ordering and assisting with the ordering process when necessary.
  - Accessing, reviewing, and selecting items on the Choice system for inbound loads of product for the food bank in the Food Procurement Manager's absence.
  - Assisting with the Foodie Truck operations with maintenance of Foodie Truck inventory, including submitting weekly food orders to the Food Procurement Manager.

**Diversity:**

Demonstrate a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

**Other functions:**

- Promote a cooperative spirit within the organization and among internal and external participants.
- Support FASWVA special events, training, education, and capacity building activity as assigned.
- Perform other duties as assigned by the Community Initiatives Manager-Health and Outcomes Services, Chief Operations Officer and the President and CEO.

**Interface: Responsible in maintaining positive relationships.**

- MP Collaboration partners, site points of contact, volunteers and FASWVA partner agencies.
- General Public.
- Other departments within Feeding America Southwest Virginia.

**Minimum Skills and Qualifications required to capably perform in the position.**

**Training, Education and Experience:**

**Education:**

- Associate's Degree or equivalent combination of education and/or two years' experience in a related field required.

**Experience:**

- 1-2 years of strong customer service experience preferred.
- Experience driving a van with a trailer.

**Knowledge, Skills and Abilities:**

- Able to work independently and to handle multiple priorities under minimal supervision.
- Ability to work a non-traditional work week including some weekend and evenings.
- Must be able to compile reports without supervision.
- Ability to work by timetables and complete reports by appropriate dates.
- Position requires a high-degree of professionalism and trustworthiness.
- Demonstrated ability to work independently and meet deadlines while managing multiple tasks and changing priorities required.
- Strong customer service ethic is required.
- Effectively manage time.
- Must be able to understand instructions and effectively demonstrate quality results.
- Possess a willingness to learn.
- Ability to work well with other staff members and volunteers.
- Excellent organizational skills and attention to detail.
- Ability to lift 35 pounds repetitively.

**Language Skills:**

- Must have excellent written and verbal communication skills with demonstrated ability to communicate effectively and convey concepts in an understandable way.
- Ability to communicate effectively with all staff members, volunteers and site coordinators.

**Mathematical Skills:**

- Ability to perform basic math functions accurately.

**Technical/Computer Skills:**

- Proficiency required in the use of Microsoft Office Word, Excel and Outlook Software.
- Capable of learning and independently operating equipment required for the position including but not limited to printer, multi-use copier, fax, postage machine and phone system.

**Other Skills and Abilities:**

- Ability to work with people of diverse backgrounds.
- Must be reliable and dependable.

**Licenses and Certificates:**

Valid Driver's License and own transportation to work required. Maintain a safe driving record in driving company vehicles.

**Team Commitment:**

Considers the benefits and consequences to the team when taking action, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people and effectively negotiates win-win outcomes.

**Flexibility:**

Be willing to work overtime and mandatory days set forth by the organization on short-notice. Be willing to work flexible coverage as needed.

**Physical Demands:**

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

This position requires working in an external environment with hot and cold temperatures, driving and lifting up to 35 pounds repetitively, walking, standing, bending, climbing, stooping, twisting, pulling and pushing. This position requires working in an internal environment involving computer work with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. May be required to respond to organizational needs outside of normal working hours. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Conducts work in a fast paced and deadline driven environment. Vision abilities required include close vision and the ability to adjust focus. Conducts work in a fast paced and deadline driven environment.

**Work Environment:**

*Feeding America Southwest Virginia is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.*

I understand the requirements of the job.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print name) (Employee Signature)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print name) (Supervisor Signature)