



## POSITION DESCRIPTION

June 15, 2021

Open

### Mobile Food Pantry Truck Assistant

#### BACKGROUND

Under the general direction of the Eastside Coordinator, the Mobile Food Pantry Truck Assistant is responsible for the ICS Mobile Food Truck and food distribution days. This position is supported by diverse funding sources including grants from the Government, and other grantors; as well as from faith communities, and individuals. The ICS Mobile Food pantry Truck will be parked each night at the Eastside office location.

All positions at ICS are expected to interact with participants, volunteers, and staff in a professional manner, reflecting ICS's Core Values Respect, Integrity, Compassion, Collaboration, and Innovation. Volunteers and donors are integral to successful mission-delivery of ICS services. Employees are expected to interact with all volunteers and donors in a manner consistent with ICS core values.

#### Duties and Responsibilities:

##### General Duties

- Oversee operation of the Mobile Food Pantry truck, ICS volunteers and Faith Partner volunteers.
- Speak on behalf of ICS and the programs to generate community support and awareness.
- Supervise the Mobile Food Pantry Truck volunteers.
- Coordinate with ICS Eastside Coordinator to recruit, train and oversee volunteers for the Mobile Food Pantry truck operations.
- Attend monthly staff meetings, and participate in project meetings as requested.
- Coordinate the documentation of all assigned activities for the Mobile Food Pantry Truck operation.
- Drive Mobile Food Pantry truck to daily food distribution sites.

##### Mobile Food Pantry Truck Duties

- Supervise loading/unloading for the Mobile Food Pantry truck
- Clean/sanitize truck as required by Pima County Health Department and Community Food Bank
- Schedule volunteers as needed
- Request and train new volunteers
- Fuel and maintain the Mobile Food Pantry truck
- Maintain all required logs i.e. temperature logs, maintenance logs etc.
- Submit monthly reports to the Eastside Coordinator
- Oversee Link2feed system and data input accuracy
- Responsible for monthly TEFAP inventory of bags
- Responsible for on-site Mobile Food Pantry truck setup, traffic flow and directional signage
- Adhere to all Mobile Food Pantry procedures

#### Minimum Qualifications:

- Two years' experience working in social services programs training or assisting disadvantaged families or other at-risk persons; or a combination of related education and experience.



- Good working knowledge of a wide range of community organizations.
- Strong customer service and interpersonal skills.
- Excellent oral and written skills; proficient with Microsoft Office software.
- Must have a valid Arizona driver's license and current automobile insurance.
- Must pass a background check.
- Previous work with volunteers preferred.
- Within 30 days of hire, obtain a ServSafe Food Handler Certificate

**Reports to:** Eastside Coordinator

**Supervises:** Eastside Food Bank Mobile Food Pantry truck volunteers and oversees Faith Community volunteers.

**Work Schedule:** Part-time (Minimum 20 hours per week) Tuesday through Saturday.

**FLSA Status:** Non-Exempt

**Compensation:** Depending on qualifications and experience. Benefits provided include group health insurance, Simple IRA, generous Paid Time Off, and paid holidays.

Please send resume, salary requirements and three professional references to: [recruiting@icstucson.org](mailto:recruiting@icstucson.org). This position will remain open until filled, however, we will conduct first reviews of applications on **Wednesday, June 23<sup>rd</sup>, 2021**.