



Mobile Food Share Driver Description

Title: Part-time Mobile Food Share Driver (20hrs/wk)
Reports to: Community Health Manager, Mountain Resource Center
Status: Part-Time Non-Exempt

Mission: We strengthen our community with services that empower people.

Vision: Inspiring Hope, Resilience & Independence.

Scope: Mountain Resource Center is a community-based non-profit organization that provides bundled services and integrated case management to families in need. Our “Inspiring Hope, Resilience & Independence” vision provides accessible health and human services to people living in Conifer, Evergreen, Bailey, and surrounding communities to foster more self-reliant and healthier lives.

Job Summary: Under minimal supervision, the Mobile Food Share Driver will be responsible for transporting products, leading volunteers, and maintaining order and efficiency at each Mobile Food Share site. Maintains food security efforts with our food pantry and host site partners, increasing the community awareness on the issue of hunger. Committed to destigmatizing food pantry systems, by presenting free Food Share food boxes as helpful ways participants can reduce food waste in the community and support local farmers. Responsible for being a representative of the Mountain Resource Center’s mission and facilitating Mobile Food Pantry distributions in a respectful, non-judgmental manner.

Essential Functions

- Must love food and be keep a positive attitude and openness towards culturally responsive culinary traditions of diverse groups of people.
- Must be comfortable communicating with the general public, including trauma informed interactions with individuals in crisis.
- Interacting with participants receiving food and other services. This includes registration, answering questions, explaining services addressing participant concerns and maintaining an overall warm and welcoming environment nurturing a climate of dignity and respect for participants and volunteers.

- Provide service to clients in a fair, non-judgmental manner. Maintain strict confidentiality of client information.
- Responsible for pulling food boxes and food from food storage at MRC site, loading MFS truck and delivering product to scheduled sites.
- Maintains quality control of product before distribution to general public. Follows appropriate procedures for food distribution, including all health and safety regulations for food handling.
- Maintains positive working relationships with Food Pantry Coordinator, volunteers, site hosts and clients, while acting as an outreach specialist and leader, and making decisions that are in the best interest of Mountain Resource Center.
- Maintains client registrations and check-in sheets and documents program statistics for all distributions.
- Responsible for daily sanitation of truck and food distribution tables, coolers, and crates.
- Keeps trucks clean and neat. Completes required paperwork such as daily mileage logs, trip logs, fuel logs, temperature logs and safety check.
- Collaborate with Volunteer Coordinator to coordinate Mobile Food Share volunteers, including training, supervising, and providing ongoing support.
- Learn the food distribution policies and procedures. Must be able to lead small groups of volunteers to sort, pack, restock and store groceries.
- Work closely with the Food Pantry Coordinator to implement First in First Out food storage system. Conducts daily/weekly inventory.
- Safely load, unload and stack food from a variety of vehicles.
- Stock shelves and move inventory using dollies, pallet jacks and manual lifting.
- Coordinate with other staff and volunteers to manage inventory.
- Refer clients to a Family Advocate to access other services when appropriate.
- Participate in ongoing professional development.
- Perform other duties as assigned.

Knowledge, Skills, Abilities and Accountabilities

- Ability to lift up to 50 pounds to a height of four feet.
- Able to work two Saturdays a month and evenings.
- Firm boundaries and strong crisis management skills.
- Organization and attention to detail.
- Ability to follow through with assigned duties.
- Strong communication skills, both verbal and written.
- Ability to multi-task, problem solve and work in a team.
- Willingness to accept feedback and adapt accordingly.
- Flexibility and ability to adapt to changing circumstances.
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers.
- Excellent computer skills, including Microsoft Office Suite

- Participation as an MRC team player by attending staff meetings and other organizational events and willingness to share knowledge to advance knowledge and skills of others
- Understanding and agreement to follow all policies, procedures & protocols as set forth in the MRC Employee Handbook, MRC Employment Policies Manual and other directives
- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other drugs.

Credentials, Experience and Qualifications

- 2 years of related experience
- Valid Driver's license and proof of driving record
- Read, Understand, and Agree to the policies and procedures in the MRC Transportation Manual
- At least 21 years of age
- Proof and maintenance of proper legal authorization to work in the United States
- Will be paid a differential if Spanish speaking

Compensation and Benefits

- \$15.50/hour
- 90 hours of Paid Time Off per year
- Short-term and long-term disability
- Life insurance benefits
- 401k with match

Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.

Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,

***•Empowering change •Embracing differences •Understanding and challenging systemic inequities
•Achieving equitable outcomes for all communities •Supporting and encouraging personal and professional growth •Cultivating diversity •Valuing individual stories***