



Job Description for Mobile Distributions Coordinator

Job Title: Mobile Distributions Coordinator

Department: Programs

Reports To: Mike D'Aquilante

Supervises: None

Job Type: Full-time

Employment Classification: Non-Exempt

Position Overview:

Is responsible for all on-site activities in Second Harvest's Mobile Distributions Program to ensure the effective, efficient, and equitable distribution of food to the at-risk of hunger across our 18-county service area. The Mobile Distributions Coordinator works with food bank staff across all departments and food bank volunteers to ensure mobile distributions (MD) sites are run safely and effectively.

Duties and Responsibilities:

- Safely operates SHFB vehicles.
- Coordinates all MD activities at MD locations, including safe handling of foods distributed, site safety, volunteer management, and MD partner communications.
- Communicates throughout mobile distributions planning process with the Mobile Distributions Manager and local site representatives to ensure Mobile Distributions are of maximum benefit to the communities they serve and can be run safely.
- Works with Mobile Distributions Manager to ensure all inventory is correctly loaded onto appropriate MD vehicle
- Organizes and records all on-site documentation required by the Mobile Distributions program.
- Reports MD activity to Mobile Distributions Manager.
- With Mobile Distributions Manager, works to identify potential new distribution locations in all 18 SHFB of ETN counties.
- Perform additional duties/projects assigned by supervisor.
- Assist with fundraising events as required.

Skills:

- Detailed oriented, self-motivated with strong follow through skills.
- Able to effectively communicate and interact with people with diverse backgrounds and experiences.
- Able to task switch effectively and work in a fast-paced environment.
- Able to work with minimal supervision using independent judgment for decision-making.
- Obtain a clear understanding of and positively represent the mission of Second Harvest Food Bank.

Qualifications:

- CDL Class A preferred but not required. Minimum of F endorsement is required.
- 3 years minimum driving experience
- Good driving record
- Must be Able to pass a DOT physical
- Knowledge and previous experience in forklift and pallet jack usage
- Ability to work in a fast-paced, high-pressure environment
- Must be able to lift 100 pounds
- Must be able to work in an environment that is hot in the summer and cold in the winter
- Must be able to work on his/her feet most of the day
- Customer service skills
- Excellent oral and interpersonal communication skills

Time Commitment: The Mobile Distributions Coordinator position is 40 hours a week, Monday-Friday, with occasional Saturday hours. Second Harvest Food Bank's regular operational hours are Monday- Friday, 7:30 a.m. to 4:00 p.m., but it may occasionally require evening hours.

Working Conditions:

- **Work Environment:** On-site and in the field
- **Work Schedule:** office hours – 7:30 am to 4:00 pm

Compensation and Benefits:

- **Salary:** Salary is competitive and based on experience.
- **Benefits Package:** Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Simple IRA Retirement Plan, Roth IRA, Paid Leave and Wellness Days off.

Equal Employment Opportunity Statement:

Second Harvest Food Bank of East Tennessee is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Drug-Free Workplace:

We are committed to maintaining a drug-free workplace. This policy ensures a safe, healthy, and productive work environment for all employees.

This job description does not encompass all the duties of the role. Supervisors or managers may assign additional tasks as needed. The job description can be revised at any time and is not a contract for employment, nor does it alter the at-will employment status with Second Harvest Food Bank of East TN. Both Second Harvest Food Bank of East TN and the employee have the right to terminate employment at any time for any reason.

I have read and understand the above job description.

Employee Signature: _____ Date: _____