

FOOD BANK FOR WESTCHESTER
JOB DESCRIPTION

GENERAL STATEMENT

The Food Bank for Westchester's mission is to lead, engage and educate Westchester County in creating a hunger free environment. The Food Bank for Westchester is a member of Feeding America, the national food bank network and a founding member of the Food Bank Association of New York State.

POSITION TITLE: Mobile Pantry Operator

STATUS: Full Time – 40 Hours/Week (Tues. – Sat. w/ occasional evenings)

ACCOUNTABLE TO: Warehouse Manager

QUALIFICATIONS:

- High School diploma or equivalent.
- Commercial driver's license.
- Ability to communicate with culturally diverse groups and act as an outside representative of the Food Bank to donors, agencies, clients and others.
- Excellent communication, organizational, and interpersonal skills.
- Basic computer knowledge and the desire to learn.
- Know how to operate a fork lift and electric pallet jack or be willing to learn.
- Ability to work independently and be accurate with maintaining data.

RESPONSIBILITIES & DUTIES: Safely transport product, manage distribution including setup and takedown, maintain equipment and proper logs, and assist as necessary with warehouse duties.

1. TRANSPORTATION:

- A. Transport product to multiple Food Bank for Westchester agencies and other entities as needed.
- B. Promptly and safely load and unload trucks on location and on-site deliveries.
- C. Operate vehicles / machinery as necessary to complete delivery mission (such as box trucks, vans, and forklifts)

2. EQUIPEMENT MAINTENANCE:

- A.** Perform all maintenance checks required for each vehicle operated and report conditions to Warehouse Manager.
- B.** Ensure maintenance logs are prepared and filled out accurately.
- C.** Maintain and ensure accuracy of miles/time data as required by food bank and other regulatory entities.
- D.** Follow-up on repair requests to ensure completion of repairs. Verify (check off) all required items.

3. DISTRIBUTION COORDINATION:

- A.** Coordinate daily product and loading needs with operations.
- B.** Ensure proper site staging and setup prior to daily distributions.
- C.** Complete needed onsite training of members & volunteers (assigning tasks).
- D.** Ensure distribution and cleanup completes at designated time.
- E.** Load all equipment and product on truck in a safe manner for transportation.

PHYSICAL REQUIREMENTS:

- Ability to lift up to 50 pounds of product.
- Ability to operate heavy equipment such as forklift, pallet jack, metal carts, etc.
- Ability to access all work sites of the agency.
- Ability to travel independently in the day time and evening.
- Ability to work in below 0 temperatures for short periods of time.
- Ability to drive 18ft truck or van in all weather conditions.
- Ability to maneuver heavy loads (50 to 2,000 pounds) on a pallet jack and off truck ramp.
- Ability to load and unload pallets and carts in the outdoors in all weather conditions.

WORKING CONDITIONS:

- Working inside a warehouse environment.
- Working outside in all weather conditions in all Westchester communities
- Travel throughout Food Bank for Westchester service area.
- Irregular or extended work hours.
- Working in commercial freezer (10°) and cooler (45°).

The purpose of this job description is to provide an overview of the scope of the position. This is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

Please submit a letter of interest and resume by email only to Sara Cox at sara.cox@foodbankforwestchester.org