

Job Description

Position Title: Seasonal Mobile Market Distribution Coordinator

Reports to: Food Distribution/Special Program Supervisor

Hours: Up to 20 Hours weekly; three weekday shifts of approximately 5 hours each (Tuesday - Thursday)

Pay: \$21.00/Hour

Position Overview:

Beverly Bootstraps Community Services, Inc. has always been committed to feeding people in the community who need food assistance. This position plays a key part in supporting our mission to ensure that all members of the community have access to fresh produce in a dignified and welcoming environment.

Position Duties and Responsibilities

Include, but are not limited to:

Food Assistance Operations:

- Assist with setup and breakdown the Mobile Markets
- Support the Special Program Supervisor with daily operations, including restocking produce, loading and unloading Mobile Market van/truck, and produce preparation
- Assist with food deliveries and donations including sorting, quality checks, stocking, (FIFO) and inventory organization
- Support daily food pantry operations, including cleaning and maintaining an organized space
- Collaborate with Food Distribution Coordinators across programs as needed (e.g., Kids Weekend Food, Senior Bags, Mobile Market, Food Lockers, Home Deliveries)
- Work collaboratively with staff and volunteers to ensure smooth program execution
- Fill in for volunteers shifts as needed
- Unpack full pallets and relocate inventory as required
- Organize food and supplies across all program areas
- Recycle boxes, remove trash and keep the food pantry and van in order
- Be compassionate, connected and value team success; be kind, clear and work with integrity in all relations; understand the mission and be invested in Beverly Bootstraps.
- Ability to lift up to 25-40 lbs on a regular basis and be on your feet for extended periods of time.
- Ability to drive a 19-23 foot van

Desired Minimum Qualifications:

Successful CORI and Background check

Valid Driver's License

Education: High school diploma

Experience: At least one year of related work experience

Primary Physical Requirements:

Sometimes food is in awkward containers. Food Assistance Distribution Coordinator will be required to repeatedly lift and move up to 50 pounds in non-uniform containers in order to distribute full pallets of food. Hand dolly and carts are available to assist with transport of food.

Statement of Non-Discrimination: Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.