Job Description

Delivery/Mobile Food Bank Manager- Home delivery

General Description

Delivery/Mobile Food bank Coordinator provides support to Eloise Cooking Pot Food Bank. The delivery coordinator serves under the ECP Food Bank Home Delivery Program to provide delivery services, mobile food bank, grocery rescue, prepare meal boxes, set up new clients in the program, recruit and train new volunteers to help deliver food and prepare meal boxes. Additionally, the delivery coordinator serves to raise community awareness and support of the program, implement data evaluation and reporting strategies, and help us increase capacity to serve more clients in need.

**Specific**

Schedule: Monday, Tuesday, Thursday and Fridays 9-5:30.

**Qualification**

* Proficiency in MS Office
* Excellent written and verbal communication skills
* Strong organizational skills
* Customer service
* Must be very good on excel worksheet

**Accountabilities**

This position reports directly to the President and CEO who is responsible for his/her performance.

**Responsibilities: includes, but not limited to**

**Prepare deliveries with Food Bank manager for home delivery program and the mobile food bank**

* Prepare boxes of food for deliveries
* Orchestrate delivery routes with route coordinator
* Loading and unloading the vehicle for deliveries
* Establish a strategy to increase delivery capacity to serve more clients
* Deliver to clients and other
* Liaison to offsite food bank, schools and other partner
* Collect weekly paperwork for site
* Coordinate grocery rescue program

**Recruit, train, and mobilize volunteer drivers**

* Responding to volunteer inquiries in a timely manner
* Creating trainings for new volunteers & enrichment trainings for existing volunteers
* Managing volunteer scheduling, including vehicles needed
* Maintain deliver vehicles

**Organize deliveries/pickups at the food bank**

* Rotate food in and out of food bank storage area
* Assist in carrying donations into the food bank
* Perform duties in a safe manner
* Other duties as assigned

Supervise and manage:

* Delivery drives
* Route coordinator
* Grocery rescue volunteers.