



CommUnity Crisis Services and Food Bank
1121 S. Gilbert Ct., Iowa City, IA 52240
builtbycommunity.org

POSITION OPENING ANNOUNCEMENT MOBILE PANTRY AND DELIVERY SUPERVISOR

Position Overview: The Mobile Pantry and Delivery Supervisor is responsible for providing direct support and leadership for the Mobile Pantry and delivery program. Included in this position are providing food assistance at mobile pantry sites in the community, delivering food to households across Johnson County, and supervising volunteers in these tasks.

EXAMPLES OF DUTIES: Mobile Pantry Program supervision; performs client surveys and outcome measurements; volunteer management; direct client services; Food Bank services support; drives Mobile Pantry vehicles.

Requirements:

- Ability to model a client-centered, compassionate, non-judgmental approach
- Effective supervisory and teaching skills
- Ability to manage multiple tasks and priorities
- Detail-oriented with strong organization skills
- Effective oral, written, computer, and group presentation communication skills
- Experience with Microsoft Office, including Excel, and using electronic databases to gather and report information
- Personal attributes such as professionalism, integrity, commitment to self-improvement, friendliness, tact, enthusiasm, creativity, sensitivity, sense of humor, and honesty
- Ability to work a flexible schedule, including some early mornings, evenings, and weekends
- Willingness to drive a straight truck with training with or without accommodations
- Needs to remain in stationary position 25% of time, at least 1 hour at a time
- Needs to move about in the office, warehouse, cooler, freezer, and other Food Bank areas, as well as inside the mobile pantry vehicle
- Constantly operates a computer, other office machinery such as a copier, pallet jack, carts, and wheeled shelving units
- Constantly communicates with clients, volunteers, community partners, and coworkers
- Must be able to identify foods from case labels and other packaging
- Constantly works outside year-round for four hours in temperatures ranging 30-85 degrees Fahrenheit
- Dependable transportation, valid driver's license, and clean driving record
- Ability to pass a background check

Desired Qualifications:

- Bilingual, with fluency in Spanish, French, or Arabic preferred
- 1 year of experience in a volunteer-driven organization
- Ability to repeatedly lift 50 pounds from the ground or a low pallet with or without accommodations
- Ability to repeatedly lift 25 pounds from a high shelf, the ground, or a low pallet with or without accommodations

Full-time, hourly position with some evenings and weekends required: \$14.00/hr - \$15.77/hr depending on experience

Persons interested in this position should send a cover letter and resume electronically to krystal.kabela@builtbycommunity.org with "Mobile Pantry and Delivery Supervisor" as the subject line, or by mail to:

Krystal Kabela, Food Bank Manager
1121 S. Gilbert Ct.
Iowa City, IA 52240

Application deadline: Tuesday, September 29th by 5:00 PM

CommUnity Crisis Services and Food Bank is an Equal Opportunity Employer