

Job Opening – Mobile Food Pantry Manager

The Mobile Food Pantry Manager is a new position with WAFER Food Pantry. Duties will be established with implementation of the program, but could possibly include: ensures that the mobile pantry vehicle is stocked and loaded prior to outreach departure, assures proper storage of items, enters client and household information into the client database, computes daily totals, records other information as needed, upholds the highest level of confidentiality, schedules mobile pantry staff, maintain community and volunteer relationships and assures proper care and maintenance of the mobile pantry vehicle.

Working Conditions

1. Work is largely performed in a warehouse or mobile pantry office setting with minimal chance for personal injury. Bathroom facilities will be limited when the mobile pantry is operating off WAFER property.
2. Regular contact with employees, volunteers and clients.
3. Physical requirements include: regular mental/visual concentration for computer usage; frequent use of keyboard up to three or more hours per day, near and mid-range vision, extended periods in a seated position, standing, walking, stooping, lifting up to 50 pounds, ability to get in and out of the mobile pantry vehicle with an entry/exit further off the ground when compared to a personal vehicle and ability to work in varying temperatures (all seasons).
4. Hours of work will vary based on mobile pantry outreach schedule and may include additional work hours due to special projects, deadlines, community events, filling for absent staff, or other concerns.
5. Other duties as needed or assigned.

Qualifications

English language fluency; familiarity with computer skills including data entry and Microsoft Office; basic math plus fractions, decimals and percentages. Position requires keyboard use and extended time at a computer, lifting up to 50 pounds, responsible driving record, driver's license and ability to obtain a Medical Examiners Certificate.

Schedule: To be determined. Anticipated schedule will be between the hours of 8am-8pm, Monday through Friday, occasional weekends, evenings, or events as needed.

Applications: Available at the WAFER office Mondays through Fridays from 9 am to 12:30 pm and Mondays, Tuesdays, and Thursdays from 4 pm to 7:30 pm. Or download and print from the website, waferlacrosse.org.

Applications are due **Friday, July 14th** by noon or until the position is filled. Position will be filled ASAP with the right candidate.