

JOB DESCRIPTION
2004022

Position Title: Mobile Pantry/Food Stamp Coordinator

Department: Emergency Food Services

Reports To: Project Manager

Status: Full-Time

Summary: This position conducts intake for the Bronx, Manhattan and Staten Island locations of the Mobile Pantry and also Mobile Food Stamp Outreach to emergency food conduits using a laptop and EarnBenefits.

Duties And Responsibilities

Act as liaison with EFS Coordinator, Grants Coordinator, and Project Manager at CCCS Administration, as well as the staff of CCCS Community Outreach offices. Coordinates food distribution services at CCCS Mobile Pantry locations in Highbridge, Bronx, Manhattan and Staten Island including:

1. Conduct pantry intake, data collection and submission of internal reports
2. Conduct food ordering (inventory, deliveries, invoices)
3. Conduct mobile food stamp outreach to CCCS conduit programs using laptop and EarnBenefits screening
4. Assist driver with moving cases of food, packing bags and distribution of bags as needed
5. With guidance from the Coordinator and Project Manager, develop Resource guide regarding food stamp and other benefits and regularly update other staff and volunteers of CCCS and conduits
6. Provide supervision, recruitment, and recognition of Mobile Pantry volunteers
7. Work with neighborhood network of emergency food programs in the Bronx, Manhattan and Staten Island to maximize resources and eliminate duplication of services
8. Build relationships with community agencies, elected officials, and local businesses in the Bronx, Manhattan and Staten Island.

Supervisory Responsibilities: No

Qualifications

Education and/or experience required:

- H.S. Diploma and at least one year of experience in the social services field
- Bilingual, English-Spanish desired

Skills, Licenses, and/or competencies required:

- Good interpersonal skills, knowledge of social service delivery systems, knowledge of City resources, good organizational, time-management and communication skills
- Individual must possess the ability to work well independently as well as part of a team
- Must be able to lift cases of food and move bags of canned goods