



Food Bank RGV

JOB DESCRIPTION

JOB TITLE: Mobile Produce Specialist
CLASSIFICATION: Non Exempt
POSITION/HOURS: Full Time *Some Weekends

DATE: July 2024

WRITTEN BY: Cynthia Alcocer-Garcia

REVIEWED BY: CEO

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director of Operations
POSITIONS SUPERVISED: None

JOB SUMMARY

The main objective of this position is coordination and distribution of produce and other food products primarily in the Mid Valley area throughout Hidalgo, Cameron and Willacy counties.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Coordinate set-up and distribution of products at mobile sites
- Coordinate and report all activities and track data on a weekly basis
- Comply with all health regulations and other laws that govern food handling
- Maintain accurate and complete records on receipt and disbursements of product
- Conduct periodic physical inventories as directed
- Work with the Director of Operations to turn in pertinent reports & pictures for each produce distribution in a timely manner.
- Work outdoors in all types of temperatures
- Coordinate mobile produce distributions with staff, volunteers & local police
- Coordinate and handle large crowds (crowd control)
- Operate a pallet jack and forklift, as needed
- Have basic computer functions necessary to fulfill organization requirements.
- Perform additional duties as assigned by the Director of Operations

QUALIFICATIONS

- Must have reliable transportation to travel to remote job sites as needed
- Personal experience in community service and food management
- Experience in working with diverse community stakeholders
- Knowledge of food storage and handling regulations
- Have basic computer functions necessary to fulfill organization requirements.
- Ability to perform math calculations for program reporting
- Ability to politely be firm and decisive
- Good judgment and discretion
- Bilingual preferred
- Ability to manage time efficiently and to work independently with minimum supervision
- Orientation to detail, accuracy and the meeting of deadlines

- Possession of current Texas Class C driver's license and a clean driving record for at least three years prior to employment
- Experience and ability for using warehouse machinery and equipment
- Ability to represent the Food Bank RGV in a courteous, professional manner
- Ability to understand and follow instructions without direct supervision
- Ability to work cooperatively with other staff, volunteers, store employees and agency personnel
- Knowledge of correct ways to lift heavy objects safely and physical ability to do so

EDUCATION/CERTIFICATION: Associate's degree or commensurate industry experience, previous experience in food Warehousing and /or customer service processes.

- SKILLS/ABILITIES:**
- Strong customer service skills and willingness to assist others.
 - Able to communicate complex information clearly.
 - Attentive to detail.
 - Strong problem-solving abilities.
 - Able to coordinate well with other departments and personnel.
 - Ability to operate computer, copier and other business equipment.
 - Forklift experience

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and fingers

PHYSICAL STRENGTH: Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently, and 5 lbs. constantly.

This position requires frequent travel to various remote job sites; therefore, the candidate must have reliable transportation.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____