



Des Moines Area Religious Council | 100 Army Post Rd. | Des Moines, Iowa 50315
515.277.6969 | dmarcunited.org

Pantry/Mobile/Delivery Coordinator

Do you want to work together to meet basic human needs for the greater Des Moines community? If so, this position is for you.

DMARC is growing and currently seeking an individual to work full-time as a Food Pantry/Mobile/Delivery Coordinator. Bilingual is a plus!! This successful candidate will facilitate the operation of DMARC's mobile food pantry and food pantry delivery programs. The coordinator will assist visitors that come to our mobile food pantry. The coordinator provides prompt, efficient, friendly, and welcoming service to mobile pantry visitors and delivery service users by exhibiting caring, concern, and patience in all visitor interactions. Regular hours are 8:30am-5pm Monday, Wednesday and Friday, 9am-5:30pm Tuesdays, and Thursday 9:30am-6pm with the occasional night or weekend. 32-40 hrs a week.

Primary Functions:

Mobile 25%

- Drive the mobile food pantry unit which is a food truck style, 30' box truck, to the designated locations.
- Set-up and teardown at the designated locations.
- Keep Mobile Pantry Vehicle clean, organized, fueled, and ready for successful operation at all times.
- Make management aware of any issues with vehicle operation or potential maintenance needs.
- Greet visitors in a friendly and welcoming manner.
- Direct volunteers on proper distribution of food and standard procedure for the mobile unit.

Delivery 15%

- Construct food orders for delivery to individuals.
- Use software applications to create routes for delivery.
- Direct volunteers, individually and in groups, on delivery procedures.

Pantry 50%

- Assist visitors by:
- Conducting computer-based pantry visitor registration.
- Ensuring the pantry is fully stocked and prepared
- Helping visitors choose their food items.
- Passing along suggestions or requests from visitors.
- Performing other tasks in every way possible to enhance the shopping experience
- Working quickly and efficiently without making the visitor feel rushed
- Keeping the pantry, storage, and all associated areas clean and organized
- Answers the telephone promptly and handles inbound calls by providing friendly, helpful service to those who call.
- Works with co-workers and volunteers, as a team, to ensure visitor satisfaction and a pleasant work environment.
- Organizes & rotates stock for greatest efficiency, cleans and restocks damaged items.
- Directs volunteers on proper procedure and operation of the pantry.
- Communicates any concerns to DMARC management related to activities of the DMARC-ket, Mobile Food Pantry, and Food Pantry Delivery Programs.

Assist with other duties assigned 10%

Hiring at \$20/hour

Outstanding Benefits to include:

- Health insurance
- Dental insurance
- Voluntary Vision
- Life, AD&D insurance
- Voluntary Life insurance
- Short Term Disability
- Flexible Spending Account
- Paid time off
- Paid holidays
- Parental leave

If you are interested in working to meet human needs in our community, please send resume and cover letter to Susan@HRon-call.com