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| South Plains Food Bank, Inc  5605 MLK Blvd., Lubbock, TX. 79404  (806) 763-3003 / Fax: (806) 503-2789 |

**JOB DESCRIPTION**

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| **Position Title** | **Department** | **Reports to:** |
| Mobile Pantry/Rural Delivery Assistant | Operations | Warehouse Manager |

**Position Summary**: The Mobile Pantry/Rural Delivery Assistant will be responsible for assisting the Mobile Pantry/Rural Delivery Driver in transporting products and food boxes to our rural communities. They will organize volunteers and maintain order and efficiency at Mobile Pantry Distributions.

**Duties and Responsibilities**:

* Responsible for being a representative of the Food Bank and will facilitate distributions in a respectful, no-judgmental manner.
* Responsible for assisting in pulling orders from the warehouse and the loading MP truck.
* Assists with overseeing MP distribution process with emphasis on client safety and proper food handling.
* Assists with maintaining quality control of product before distribution to public.
* Maintains positive working relationships with Site Coordinators, volunteers, and clients.
* Assists in keeping up with routine truck maintenance and keep the assigned truck clean from shipment debris.
* Works with all staff in a team-oriented manner and abides by the organizational values of the food bank.
* Ensure civil rights training is kept up to date annually. Obtain and keep serv safe certification up to date.
* Performs other duties as assigned.

**Qualifications**:

* High School Diploma or GED.
* Good interpersonal skills and comfortable engaging in conversations.
* Must be able to lift and move heavy boxes.
* Prior experience driving delivery trucks preferred.
* Experience with the use of a pallet jack, forklift, and baler machine is preferred.
* Must pass a Background Check.