



West Side Campaign Against Hunger  
263 West 86 Street  
New York, NY 10024

**JOB TITLE:** Mobile Market Manager (Bilingual English/Spanish)

**DEPARTMENT:** Mobile Market Program

**REPORTS TO:** Director of Strategic Initiatives

**BACKGROUND:**

West Side Campaign Against Hunger (WSCAH)—established in 1979 and now one of the largest and most successful food pantries in New York City—provides emergency food assistance and support services, including access to benefits like Supplemental Nutrition Assistance Program (SNAP), to low-income New York families. West Side Campaign Against Hunger’s mission is to be at the forefront of alleviating hunger by ensuring the New York City communities have access, with **dignity**, to a **choice of healthy** food and supportive services..

The Mobile Market Program, launched in October 2017, is WSCAH’s most recent city-wide effort to bring high quality food to low-income New Yorkers. The Mobile Market partners with community-based non-profits, local elected officials, community health centers, senior centers, and religious institutions in designated neighborhoods within Northern Manhattan and the Bronx. The Mobile Market provides fresh produce, healthy staples and social service resources to low-income individuals, families, and older adults. The Mobile Market has a focus on serving older adults and providing complimentary services including nutrition, health, and various resources that are specific to this population when bringing pantry services to partners who primarily serve them.

**Major Areas of Responsibility**

- Assume leadership role in the daily operations of the WSCAH Mobile Market (program execution/service delivery, daily setup and breakdown of the Mobile Market, warehouse, vehicle maintenance)
- Oversee/Supervise Mobile Market Assistant
- Support Partnership and Outreach Manager in supervising Civic Corp Volunteer Coordinator on site at events
- Operate WSCAH Mobile Market vehicle safely and in compliance with motor vehicle laws. Drive with confidence in skills and knowledge of different routes
- Lead and support food rescue efforts for Mobile Market and 86th Street locations
- Responsible for daily/weekly food procurement (record keeping, planning, inventory)
- Maintain the sanitation and cleanliness of Mobile Market, food storage area within, warehouse space, and any equipment in accordance with New York City and State health codes.
- Responsible for managing vehicle maintenance
- Maintain positive relationship with with all Mobile Market Partners (food vendors and service delivery sites)
- Establish and maintain positive relationships with co-workers and others; willingly assist co-workers when necessary; a strong team player
- Maintain a professional demeanor to represent the WSCAH brand
- Complete all daily required paperwork. Ensure that all paperwork is neat, legible, accurate and timely
- Maintain required licenses needed to perform your job in a legal manner



### **Required Knowledge, Skills, and Abilities**

- Willingness to work across Bronx, Queens, Brooklyn, and Manhattan
- Willingness to minimal travel outside NYC
- Punctuality
- Math and computer skills required
- Strong customer service and conflict avoidance/resolution skills
- Ability to work independently and interact with diverse group
- Strong organizational skills
- Strong interpersonal skills; Excellent communication and problem solving skills
- Superior judgment
- Working knowledge of roadways within and between the five boroughs
- Bilingual in English and Spanish

### **Education and Experience**

- Associates Degree and/or experience commensurate with job responsibilities
- Driver License
- Comprehensive driving experience
- Some larger truck-driving experience
- Experience in food handling and product distribution

### **Physical Requirements/Work Environment**

- Must be able to regularly lift a minimum of 50 lbs. of weight, but no employee shall be required to lift, transport or otherwise handle materials or objects with a per unit weight greater than fifty (50) pounds unless the Employer provides an appropriate lifting/transporting/handling device(s).
- Regularly required to physically operate routine equipment
- Flexibility to work over business hours when applicable

This job description is intended to convey information essential to understanding the scope of the position. It is not intended to be an exhaustive list of skills, efforts, responsibilities or working conditions associated with the position  
Salary range: