



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

JOB TITLE: Mobile Market Driver and Operations Assistant

DEPARTMENT: Mobile Market Program

REPORTS TO: Mobile Market Manager

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 alleviate hunger by ensuring all New Yorkers 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 focuses on serving older adults and providing complementary services including nutrition, health, and various resources that are specific to this population when bringing pantry services to partners who primarily serve them.

JOB DESCRIPTION: West Side Campaign Against Hunger is seeking a full-time highly motivated individual to support the day-to-day operations and vehicle responsibilities of the Mobile Market. Duties include but not limited to vehicle operation and maintenance, food inventory, receiving deliveries, stocking shelves, loading and unloading the truck and program support. S/he will be open to a flexible schedule, delivering food from our warehouse in Hunts Point, Bronx to our daily partner host sites in the Bronx, Northern Manhattan, Central Harlem, and the UWS. S/he will work closely in coordination with the Mobile Market Team to ensure the quality and effectiveness of the program. The schedule for this position is Monday - Friday, approximately 7am to 3pm (hours may vary slightly).

Major Areas of Responsibility

- Operate WSCAH Mobile Market vehicle (33 ft truck) safely and in compliance with motor vehicle laws. Drive with confidence in skills and knowledge of (or willingness to learn) different routes throughout the Bronx and upper Manhattan.
- Maintain a clean driving record
- Prepare Mobile Market vehicle for opening and closing at warehouse, includes lifting of heavy boxes and food allocation
- Service Delivery: set up, restocking, and breakdown of service at each partner site
- Receive and organize inventory of all food deliveries
- Organize Stock Rotation, first in first out by date
- Ensure customer satisfaction by providing food distribution in a respectful and dignified manner

- Maintain the sanitation and cleanliness of Mobile Pantry, food storage area within, and any equipment in accordance with New York City and State health codes
- 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 best represent WSCAH
- Support food rescue efforts for Mobile Market and 86th Street locations

Required Knowledge, Skills, and Abilities

- Valid and clean driver's license
- Must have some truck driving experience
- Working knowledge of roadways within and between the five boroughs
- Willingness to work across Bronx and Manhattan
- Ability to take direction and feedback
- Ability to work independently and interact with diverse group
- Strong customer service and conflict avoidance/resolution skills
- Strong interpersonal skills; excellent communication and problem solving skills
- Food experience preferred
- Bilingual in English and Spanish is a plus, but not required

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.

Please submit resume and cover letter to:

Alyson Rosenthal, Senior Director of Programs

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