

**Job Title:** Mobile Distribution Supervisor  
**Department:** Programs  
**Reports To:** Mobile Distributions Program Manager  
**Classification:** Regular, Full Time, Non-Exempt  
**Location:** Fairfield, CA

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### **Who We Are**

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

### **About this Opportunity**

The Mobile Distribution Supervisor is responsible for the daily oversight of the Community Produce Program (CPP), Mobile Pantry Distribution (MPD), and Mobile Food Pharmacy (MFP) drivers and volunteer site teams in the execution of program objectives. The Food Bank's CPP was created in 2012 with the purpose of distributing fresh produce to communities in need. The programs serve 70+ sites throughout Contra Costa and Solano counties, 7 days per week. The MPD program provides shelf-stable pantry staples, proteins, and dairy in addition to fresh produce. The MFP program serves healthy prescription food boxes to Solano County residents who are food insecure and who have restricted dietary needs.

### **Essential Duties and Responsibilities**

- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work of Mobile Programs Drivers, addressing complaints, and resolving problems.
- Assist the Mobile Distributions Programs Manager in developing employees, appraising performance, and rewarding and disciplining employees.
- Train new drivers on systems, duties, and routes.
- Fill in for CPP, MPD, MFP drivers when necessary.
- Evaluate systems for efficiencies, suggest and implement changes accordingly.
- Monitor active sites for acceptable participation & productivity levels. Oversee process of documenting any items that need to be brought into compliance.
- Visit sites on a regular rotation, minimum 4 – 6 sites per week, 4 times annually.
- Visually spot check/inspect produce loads for quality, as needed.
- Visually inspect CPP and MFP vehicles and drivers' review daily log.
- Maintain accurate logs and spreadsheets.
- Establish daily load balance by route to maintain 90% distribution goal.
- Communicate and schedule regular maintenance visits with Operations team.
- Investigate and address any client/site coordinator concerns/complaints.
- Proactively seek new site prospects and volunteers for CPP and MPD host locations.
- Creates monthly menus for MFP program participants and communicates these to the Operations team.
- Perform quality control of product at distribution sites.
- Outreach to the community to spread the word about the CPP, MPD, and MFP programs.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possession of a valid CDL Class B with air brake endorsement and clean driving record (no accidents or citations in the last 12 months) is required.

**Education/Experience**

Three to five years related experience and/or training in program or project management, including direct supervision of staff. Schedule preparation, planning and management experience required.

High school diploma or general education degree (GED). Food Bank experience is a plus. An equivalent combination of education and experience may be considered.

**Accountability**

Under general supervision with guidance and direction. Established processes exist but may modify procedure with specific approval from manager. Primary functions are routine in nature and require independent decision-making. Plans own work activities; work is then reviewed upon completion. Decisions impact success of assigned projects and influence achievement of team objectives.

**Math Ability**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to write routine reports and correspondence.

**Computer Skills**

To perform this job successfully, the individual must be proficient in MS Office (Word and Excel), order processing systems, and have familiarity navigating databases.

**License**

Valid California Driver's license, current insurance and ability to be insured by Food Bank insurance. Ability to drive personal car for work related purposes (mileage will be reimbursed at the standard Federal rate)

**Additional Information**

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

**Compensation and Benefits**

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$32.70 per hour.



## Job Opening – Internal Candidates Only

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

### **To Apply**

Please send your resume, cover letter, and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: **"Mobile Distribution Supervisor"**. Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Avenue  
Concord, CA 94520**

**FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.**

**We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.**

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>