



Mobile Pantry Assistant

Imagine a place where your talent can make a meaningful difference in people's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, we are led by our mission to feed West Virginia's hungry and empower communities to end hunger.

What you'll do:

We need a service-oriented individual to facilitate our Mobile Pantry Program. The Mobile Pantry Program is the largest program at MFB that distributes hundreds of thousands of pounds of healthy and fresh foods into communities across our 48-county service area.

Here are examples of what you'll be doing everyday:

- Conduct Mobile Pantries by taking lead of the distribution, managing volunteers, and overseeing the entire process. Muscle and work ethic required.
- Communicate effectively with our community partners, in-house departments and with the public as a representative of the Mountaineer Food Bank.
- Create a positive and safe environment for volunteers, neighbors, and partners through quick decision making and engaging leadership.
- Travel extensively with the truck driver to Mobile Pantry event locations.
- Report back to Mobile Pantry Coordinator after each event to provide feedback and service data.

And then there's you....

- You're a team player—willing to chip in wherever and whenever needed to fulfill the goals of the Mobile Pantry Program with a positive mindset.
- You're organized, motivated, and a people person.
- Be able to enact and communicate procedure, enforcing it as the need arises.
- Have a flexible availability, Monday through Saturday, to work either a 4 or 5 day workweek.
- A true believer. You want to change the world and help West Virginia! You are hopeful and helpful and ready to keep your boots on the ground and eye on the prize.

484 Enterprise Drive
Gassaway, WV 26624

P. 304-364-5518
F. 304-364-8213

mountaineerfoodbank.org



We are an equal opportunity employer and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

This is a full-time position, 38-45 hours per week starting at \$13.00 per hour, with a generous benefit package including health insurance, vision, dental, lift, paid time off, and 401k option. Please send resume, references, and cover letter to laura@mountaineerfoodbank.org by December 19, 2025.

Feel free to call or direct any questions about this opportunity to Director of Community Programs, Laura Phillips at laura@mountaineerfoodbank.org or 304-701-2016. We look forward to talking to you!

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Job Description

Job Description Title:	MFB Mobile Pantry Assistant	Primary Supervisor(s):	MP Coordinator
Location:	Flatwoods Office Facility	Travel Required:	3-4 days/week
FLSA Classification:	Non-Exempt - Hourly	Position Status (FT, PT, etc.):	Full-Time
General Workday/Week:	Varies	Physical Demands:	Lift up to 50 lbs
Required Education and Experience:	Must have a driver's license, willingness to obtain Class D endorsement and maintain a good driving record	Performance Expectations:	Optional

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting			X	
Using hands to finger, handle or feel				X
Reaching with hands and arms				X
Climbing or balancing			X	
Stooping, kneeling, crouching, or crawling				X
Talking or hearing				X
Tasting or smelling		X		
Driving			X	

This position requires lifting or carrying items more than 50% of the time. Frequency of weight lifted is as follows: up to 50 lbs. under 1/3 of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. This position requires a lot of traveling, riding along with the truck and driver when feasible. The work environment is mostly outdoors, enduring all elements all year round.

Equipment Used: Computer/laptop, telephone, copier, fax, scanner, printer, related communications systems

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POSITION SUMMARY:

The main responsibility of this role is to assist in the facilitation of our Mobile Pantry Program. The Mobile Pantry Program is MFB's largest program that distributes hundreds of thousands of pounds of healthy and fresh foods into communities across our 48 county service area. Along with attending and managing mobile food distributions, MFB Mobile Assistant will work with volunteers, donors and recipients to ensure a pleasant experience for all, while managing all aspects of each event on-site.

ATTRIBUTES AND VALUES:

This position requires an individual that is passionate, focused and shows creativity around Mountaineer Food Bank's vision, mission, and values. Mountaineer Food Bank uses the Working Genius model (www.workinggenius.com) to assess and identify attributes for each position based off the WIDGET model.

- Motivated - Intrinsically motivated, diligent and push yourself to do your best work. Always looking for new ways to grow and improve.
- Humble - Self-confident but not arrogant and quick to share credit and praise others freely. Willing to help the team get the job finished right.
- Wise - Emotionally intelligent and know how to communicate with and work well with others. Understand how your words and actions affect the people around you.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Travel with Mobile Truck throughout 48 county service area to different sites each day. Work out of Flatwoods location with return each day.
- Communicate effectively with our community partners, in-house departments and with the public as a representative of the Mountaineer Food Bank
- Create a positive and safe environment for volunteers, clients, and partners through quick decision making and engaging leadership
- Be able to enact and communicate procedure, enforcing it as the need arises
- Have a flexible availability, Monday through Saturday, working a 4-5 day work week
- Direct volunteers and assist in the set-up, facilitation, and cleanup of the Mobile Pantry
- Assist in the collection of volunteer hours to reward and recognize volunteers
- Utilize Google maps and Satellite imaging to prepare a plan of action for new sites
- Prepare truck maps to stage product appropriately for efficient and strategic unload
- Maintain the Mobile Pantry tote and ensure that tote is equipped with necessary items
- Ability to lift 50 lbs repeatedly
- Flexibility to serve with other programs as needed

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EXPERIENCE/ SKILLS:

- Proven ability to successfully manage volunteers
- Results-oriented with a strong external customer focus and willingness to travel throughout the day
- Demonstrate successful experience in working with a team environment, including board members and other volunteers in distribution environment
- Initiate action and motivate others
- Strong personnel management techniques and experience
- Ability to keep records and organization
- Excellent communication skills to professionally represent the Mountaineer Food Bank
- Assist with a variety of administrative tasks such as; counting forms, scanning, ability to use Microsoft Word and Excel a plus

LP Dec 2025

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