



PROGRAM: Roving Pantry
JOB TITLE: Roving Pantry Coordinator
FLSA STATUS: Non-Exempt
CLASSIFICATION: Part-time (48 hours a pay period)
LAST UPDATED: August 2020
REPORTS TO: Director of Programs

GENERAL JOB SUMMARY: Oversee the daily operation and staff of the Roving Pantry Program. Maintain all necessary program records and compile reports accordingly. Represent Roving Pantry to the public to include giving presentations to increase program awareness. The work schedule for this position requires a 5:00am daily start time.

RESPONSIBLE FOR: Supervision of staff and volunteers.

DUTIES:

1. Responsible for hiring, training and supervising both paid staff and volunteers.
2. Oversee daily operations, including taking of orders, shopping and delivery of groceries
3. Communicate agency information to program staff as required.
4. When applicable ensure SCSEP program paperwork and timesheets are completed in a timely manner.

RESPONSIBLE FOR: Record Keeping

DUTIES;

1. Assure that proper records are maintained regarding client information, deliveries, and client payments.
2. Assist administration staff with client payment reconciliation when needed.
3. Compile monthly, semi- annual and annual reports as required.

RESPONSIBLE FOR: Daily Operations

1. Oversee and assist with client ordering by phone and electronically.
2. Work closely with Dillon's staff to ensure program needs are met.
3. Work closely with Meals on Wheels, other SSI staff, and outside agencies in referring clients for additional services.
4. Work closely with outside agencies to attain new clients.
5. Oversee maintenance and repair of RP vans.
6. Fill in as delivery driver when needed.

JOB SPECIFICATION: Ability to work with older adults. Requires excellent customer service and communication skills. Requires the ability to read hand-written orders and fill them accurately in a timely manner and to follow instructions with attention to detail. Patience and pleasant telephone

manners required at all times as well as the ability to problem solve effectively. Computer knowledge required, prefer experience with Excel. Ability to perform physical functions of the job, including sitting, lifting, bending, reaching and standing. Must be able to lift up to 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Valid Kansas driver's license, with a good driving record required.

EDUCATION/EXPERIENCE: High school diploma or equivalent. Experience working with older persons preferred.

Employee Signature: _____ Date: _____

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