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## Food Pantry Coordinator – Mobile Pantry (Part-Time)

\$18 - \$19/hour | Wednesday-Friday 7:30 AM-12:30 PM & Saturday 7:00 AM-12:00 PM

### Make a Difference in Your Community

For nearly 50 years, **CROS Ministries** has been dedicated to feeding individuals and families facing food insecurity across Palm Beach County and the Treasure Coast. Through our network of food pantries and mobile distributions, we rely on a strong team to help ensure no one in our community goes hungry.

We're currently seeking a **dependable and mission-driven Food Pantry Coordinator** to lead operations at our **Mobile Pantry**, someone who wants more than just a job, who is eager to play a vital role in supporting food distribution across our service area.

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### What You'll Do

As the Mobile Pantry Coordinator, you'll play a key role in ensuring our mobile pantry runs smoothly and effectively. You'll lead on-site pantry operations, support volunteers, and help strengthen community relationships—all while directly impacting the lives of those we serve.

- Lead set-up, operation, and breakdown of mobile pantry service sites
  - Help unload and organize food and equipment for distribution
  - Supervise and support volunteers assisting clients with intake and service
  - Recruit, train, and coordinate volunteers
  - Organize and participate in community food drives
  - Track program data and assist with reporting
  - Build and maintain relationships with community partners
  - Help raise awareness about hunger and advocate for solutions
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### What We're Looking For

#### Education/Experience:

- Associate degree in a related field *or* High School Diploma/GED with 5+ years of relevant experience
- Must be 21 or older
- Experience with volunteers, warehouse operations, or driving box trucks is a plus

#### Skills & Qualifications:

- Valid Florida driver's license with a clean record and reliable transportation
- Ability to pass a background check and drug screening
- Strong organizational and communication skills

- Ability to multitask, problem-solve, and work both independently and as part of a team
  - Proficiency in Microsoft Office and Google Workspace (Excel required)
  - Database experience is a plus
  - Bilingual (Spanish and/or Creole) is a plus
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## Physical Requirements

This role is active and hands-on. Candidates should be comfortable with:

- Lifting and moving up to 50 lbs repetitively
- Standing, bending, lifting, and working outdoors in various weather conditions
- Working in a fast-paced, physically demanding environment that may include discomforts associated with noise, dirt, outdoor elements

(Physical requirements described here are representative of those necessary to perform this job. Reasonable accommodation will be made where appropriate.)

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## Schedule and Benefits

- **Part-time:** ~20 hours/week
  - **Schedule:** Wednesday-Friday 7:30 AM-12:30 PM  
Saturday 7:00 AM-12:00 PM
  - **Pay:** \$18-\$19/hour
  - **Benefits:**
    - 10 vacation days/year
    - 10 sick days/year
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## Why Join CROS Ministries?

- Be part of a **mission-driven organization** making a real impact
  - Work alongside a supportive team and dedicated volunteers
  - Contribute directly to addressing food insecurity in your community
  - Experience a workplace that values **collaboration, respect, and accountability**
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## How to Apply

Please submit the following:

- A letter of interest
- Your resume
- A completed CROS employment application

Apply online: [www.crosministries.org](http://www.crosministries.org)

Email: [mcaldwell@crosministries.org](mailto:mcaldwell@crosministries.org)

**Or mail to:**

CROS Ministries

ATTN: Meredith Caldwell

3677 23rd Ave. S., #B-101

Lake Worth, FL 33461

Questions? Call: 561-233-9009 x103

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**Equal Opportunity Employer**

CROS Ministries is committed to providing equal employment opportunities for all applicants and employees, regardless of race, religion, gender, age, disability, or other protected status.