

## Spring Valley Library Mobile Pantry Volunteer Site Lead

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### POSITION DESCRIPTION

Support Feeding San Diego's Direct Services Department by serving as a Site Lead at one of our mobile food distribution sites. In this role, you will coordinate volunteers and manage site operations, ensuring each food distribution runs smoothly and safely while maintaining a welcoming environment for community members.

### IMPACT

Feeding San Diego provides more than 35 million meals each year to people facing hunger in San Diego County. Through a network of pop-up locations across the County, we bring nutritious food directly into neighborhoods where it is needed most. Site Leads help strengthen these local connections by making it possible for neighbors to access essential food resources at a pantry site that serves their community.

### THIS OPPORTUNITY IS

IN THE COMMUNITY

ACTIVE

SOCIAL

### IMPORTANT DETAILS

#### Location:

Spring Valley Library  
836 Kempton St, Spring Valley, CA 91977

#### Schedule:

1st and 3rd Tuesdays of each month, 4:30 – 7:30 PM

#### Food Distribution Hours:

5:00 - 7:00 P

#### Time Commitment:

Site Leads are asked to commit to 6–12 months of service, supporting two distributions per month. In addition to each on-site shift, volunteers should expect to spend a small amount of time outside of distribution hours completing reports and communicating with Feeding San Diego staff.

### KEY RESPONSIBILITIES

A Site Lead is responsible for overseeing operations at their distribution site. They serve as the primary on-site point of contact and facilitator on behalf of Feeding San Diego. This includes:

- Leading a team of volunteers to run pantry operations, including setup, distribution, and cleanup.
- Providing excellent customer service to volunteers and community members.
- Enforcing food safety practices and other Feeding San Diego policies.
- Communicating with Feeding San Diego staff.
- Recording and submitting reports about distribution activities.

**KEY SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to allow all individuals to perform essential functions.

- You have excellent communication skills.
- You love connecting with people and building relationships.
- You are detail oriented.
- You interact well with individuals of various backgrounds and ages.
- You have strong leadership skills and can confidently manage tasks on your own.
- You enjoy active, hands-on roles where you can connect with people and make a visible impact.
- You can walk, bend, sit, and lift at least 50 pounds.

**ADDITIONAL TRAINING**

This position requires the following trainings:

- Site Lead training (provided by Feeding San Diego staff).
- Food safety training (provided by Feeding San Diego staff or any county-authorized food handler certification provider)

**QUESTIONS AND COMMENTS**

Contact Imar Alnaeb by email at [ialnaeb@feedingsandiego.org](mailto:ialnaeb@feedingsandiego.org) You can also visit [feedingsandiego.org](http://feedingsandiego.org) to learn more about making a difference in San Diego.