



Request for Applicants
Kent County CARES “Mobile Pantry Coordinator”
Independent Contractor

Purpose

The Commissioners of Kent County, Maryland are seeking applicants for the position of “Mobile Pantry Coordinator” to coordinate bi-monthly mobile pantries in partnership with the Kent County Local Management Board and the Maryland Food Bank. The position will assist local pantries, Churches, and organizations host Mobile Pantries in communities currently not being served and to decrease the effects of COVID-19 on families and individuals.

Scope of Work

The Coronavirus Aid, Relief, and Economic Security (CARES) Act has established funding to local jurisdictions to ensure communities impacted by Covid-19 have resources available to meet their needs. Kent County food banks and pantries currently offer an average of two Mobile Pantries per month, primarily in Millington, Chestertown, and Worton. Mobile Pantries are one day events where food packages from the Maryland Food Bank are distributed to 100-200 households with the help of local organizations and volunteers. This position would facilitate adding at least two more Mobile Pantries per month in communities that are not currently being served.

Specific Duties and Responsibilities:

- The selected candidate will set-up locations for the Mobile Pantry sites. The sites will be spread throughout the county with a coordinated schedule ensuring the community is aware of the location.
- Select and schedule volunteers.
- Contact the Maryland Food Bank to place orders for the Mobile Pantry and the Senior Food Initiative.
- Monitor and track food orders and the number of families and individuals served at each Mobile Pantry.
- Market the program to the community.
- Create a calendar of days, times and locations for the Mobile Pantries.
- Interact with the six food pantries in the county to ensure a coordinated effort.
- Pursue relationships with other service providers such as the Department of Social Services and the faith-based community.

Schedule Requirements

The work schedule for this position is 20-30 hours per week, Monday through Friday, with occasional Saturday pantries. Flexibility is required. This position will work remotely and will require travel to sites. The position will end on December 30, 2020. This is a grant funded

position.

Minimum Qualifications and Review Criteria

Minimum Education and Training:

- High School Diploma
- Organizational Skills
- Prior experience working with community programs

Kent County will conduct a review of the applicant's background to ensure the safety and well-being of the community and Kent County staff including a Criminal History Check and Sex Offender Registry Check.

Application Submission Requirements

- Resume
- Quote for hourly rate that includes overhead like utilities and mileage

Deadline for Application Submissions

Resumes must be submitted no later than 5:00pm on August 25th via email at rramseygranillo@kentgov.org. Fax and hand-delivered resumes will not be accepted.

Questions should be emailed to rramseygranillo@kentgov.org and will be answered within a 72-hour period. Contact personnel: Rosie Ramsey Granillo at 410-490-6168. The Commissioners of Kent County Maryland are an Equal Opportunity Employer.