



The Place of Forsyth County

Job Title: Manager of Food Operations

Classification: Full Time

Reports to: Director of Operations

Employees Supervised: Food Inventory Coordinator, Food Distribution Coordinator, Volunteers, Community Service Workers

Salary Range: \$39,000- \$45,000

SUMMARY

The Food Program Manager will represent The Place of Forsyth County Food Program in the community. They will oversee all aspects of the Food Program including establishing and implementing best practices for receiving, storing, and inventory as well as the system of food distribution to the community. This role is key to the efficient delivery of food to our families; and, to the maintenance of inventory/storage compliance, management, and control. The Manager will help build relationships with food resources such as food banks, grocery stores, and restaurants. Will work closely with The Place Outreach Program to ensure a coordinated food drive effort. And will perform a variety of duties that require an understanding of The Place of Forsyth County and the Food Distribution Program standard operating procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage all aspects Food Program (food and non-food items for distribution); to include distribution planning, procurement, storage, inventory control, and distribution
- Creates and trains Food Program staff best practices to verify and accurately records product counts, weight, or other measurement units on all donations received, stored, and distributed
- Validate monthly reports of inventory counts
- Coordinate with food partners, the Place Outreach for food drives, and the Place Garden to maintain necessary food supplies
- Maintain current and build new positive relationships with local food resources (e.g., food banks, grocers, and restaurants) and church partners
- Coordinate noon day meal schedule and manage other meal distribution programs (Mobile Pantry, Summer Feeding)
- Assist the Volunteer Coordinator with organizing, training, supervising, and building a support team of volunteers
- Train and supervise Food Program staff and volunteers
- Earn Safe Serve certification, ensure all food safety practices are followed
- Other duties as assigned by the Director of Operations

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree preferred or 3 years' experience in related work
- Minimum 3 years of project management experience
- Excellent project management skills
- Experience with a Food Bank or Non-Profit organization preferred
- Obtain Safe Serve certification in the first 30 days of employment
- Excellent planning, organization skills and pays attention to details
- Ability to work collaboratively with others
- Microsoft Excel, automated inventory system

- Detail oriented, strong analytical capabilities needed to maintain monthly inventory data and assists with preparation of monthly inventory reports
- Possess strong interpersonal skills and maintains positive relations with agencies, The Place staff, donors, and volunteers.
- Previous experience interacting directly with diverse groups of people
- Strong problem-solving skills and ability to manage multiple projects with attention to detail
- Ability to be flexible and adaptable to handle interruptions, maintain focus on tasks and produce accurate work
- Ability to self-start and self-motivate, efficient style with high standards for quality processes and results
- Ability to pass background check & drug screen

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Name: (print) _____

Signature: _____ Date: _____