

Position Title:	<b>Food Bank Manager</b>	Department:	<b>Hunger Prevention Services</b>
Reports to:	<b>Sr. Director of Hunger Prevention Services</b>	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Status:	<b>Temp/FT (end date 12/2018)</b>	Supervises:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

We are seeking a temporary food bank manager to join our team. The primary focus of this position is the operations aspect within the Hunger Prevention Services program. This position will work as a close knit partner to the senior director and with the volunteer engagement aspects within the Hunger Prevention Services program. This position will further enhance Volunteers of America Western Washington's Hunger Prevention Services mission to provide nutritious, emergency food services through community engagement and the power of the volunteer experience.

### **Key Job Duties**

#### Operations:

- Ensure high standards of service and delivery in a positive and respectful atmosphere to food bank recipients.
- Adhere to proper and safe food handling/storage best practices.
- Be responsible for the food ordering, inventory control, and distribution of food.
- Become expert on client tracking software (Client Card); be able to train new volunteers or staff on the system.
- Administer and manage the Grocery Rescue program to ensure compliance with guidelines.
- Coordinate all food drive pick-ups and donations, maintaining major donor relationships.
- Ensure all documentation and reporting is completed in an accurate and timely manner.
- Manage the partner agency and nutrition demo tabling schedule at food banks.
- Constant communication of daily activities with the Hunger Prevention Services team.

#### Volunteer Engagement:

In cooperation and partnership with the Volunteer Coordinator:

- Train, schedule, retain, and empower volunteers to manage the day-to-day functions of the Hunger Prevention Services program.
- Organize & lead group volunteers to assist with food bank projects and/or community events.
- Ensure all volunteers maintain and present the highest level of professionalism at all times.

#### Other Duties as Assigned:

- Support the agency's mission through assisting or leading special projects.

### **Required Knowledge, Skills and Abilities**

- Contribute to and support a positive, team-oriented work environment.
- Maintain effective organizational and interpersonal skills including written and verbal communication skills.
- Have a thorough knowledge of MS Excel & Word and be computer-savvy with electronic documentation processes.
- Be able to identify and resolve problems in a timely manner, gather, and analyze information skillfully.
- Resolve conflict and be able to identify potential conflict amongst others or those being cause by oneself.

- Demonstrate a focus on quality by being accurate and thorough; look for ways to improve processes and deliverables.
- Understand the big picture and be able to visualize solutions & implementation strategies.
- Accept responsibility for one's own actions and follow through on commitments.
- Take initiative and independent action; asks questions wisely and as necessary.
- Be committed to the agency's mission and objectives.
- Have a curious nature and need to learn and encourage learning in others.

### Additional Qualifications

- BA or equivalent years' experience in a related field and/or a transferrable job experience.
- Minimum of 2 years' experience of effective team building and supervision of volunteers.
- Ability to support and work frequently at multiple community locations.
- Knowledge of community and state resources a plus.
- Ability to arrange for flexible schedule (will include some evenings & weekends).
- Have reliable transportation.
- Able to pass background check to allow for working with vulnerable adults/seniors and children.
- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population.

### Physical Demands & Working Conditions

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
- Must be able to effectively communicate with co-workers and clients.
- Must be able to reach above head and perform repetitive movements.
- Must be able to drive or have reliable transportation for off-site meetings and events.
- Must be able to drive fleet vehicles once trained.
- Must be able to use warehouse equipment such as pallet jack and forklift once trained.
- Must be able to lift items up to 50 lbs. consistent with assistance.

If you wish to apply for this position, please email your cover letter and resume to:

[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*