

Position Title:	Operations Supervisor	Department:	Hunger Prevention Services
Reports to:	Sr. Director of Hunger Prevention Services	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Status:	Temporary to Permanent Full Time (30-35 hours/week)	Supervises:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Volunteers of America Western Washington is currently hiring a full-time Operations Supervisor for our Hunger Prevention Services in Arlington. Not only does this position give you the opportunity to contribute to a great cause in our community, but you also get to work with an outstanding team of like-minded individuals.

WE OFFER:

COMPETITIVE SALARY
 UP TO 200 PAID TIME OFF HOURS PER YEAR
 PAID TRAINING
 MEDICAL, VISION & DENTAL BENEFITS
 LIFE INSURANCE
 403(B) RETIREMENT with employer match after two years
 SHORT TERM DISABILITY
 EMPLOYEE ASSISTANCE PROGRAM and more....

General Function:

This position is responsible for overseeing all off-site operations and for leading and building a strong team of staff & volunteers to ensure superior procurement of food, food distribution, volunteer engagement, community relations and outreach in our Arlington Hunger Prevention program. Please note this position is a mix of physical work along with administrative, data entry, and superior customer service skills. It is a temporary position but possible permanent position will be offered to the right candidate.

Key Responsibilities:

- Provide guidance and leadership to the Hunger Prevention Services' Team in Arlington
- Lead and support the team with following policies and procedures that adhere to proper & safe food handling/storage best practices
- Ensure high standards of service and delivery
- Open and secure property
- Organize daily receiving and delivery schedule
- Oversee care and maintenance appointments with three rental box trucks
- Organize and track inventory
- Provide exceptional customer service and community outreach by building relationships and maintaining prompt communications
- Ability to jump in and help the team with daily operations as needed

Qualifications:

- AA in related field or equivalent years of experience in a warehouse or food-related industry and/or a transferrable job experience
- Minimum of 2 years of management experience
- Ability to arrange for flexible schedule (will include some evenings & weekends)
- Be self-driven and motivated to problem solve and improve processes
- Have knowledge of MS Office and be computer-savvy with electronic documentation processes
- Experience operating power jacks and general warehouse equipment
- Customer service and team building skills
- Have reliable transportation as local travel will be required and a clean driving record
- 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
- Demonstrate resiliency and adaptability with on-going changes and growth

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

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.