



# ***Food Programs Manager Job Posting***

Are you ready to apply your talent in operations management to the creation and growth of an innovative nonprofit that supports local community members who find themselves in a time of need? Are you looking to grow, learn, have fun and make a significant impact?

Tri-Lakes Cares (TLC) is looking for a Food Programs Manager.

If you are interested in applying for this job, please email your resume, a cover letter and references to [JobPostings@Tri-LakesCares.org](mailto:JobPostings@Tri-LakesCares.org) and please be sure to put "Food Programs Manager" in the subject line.

## **Hiring Process & Timeframe:**

- We will review applications on a rolling basis until the position is filled
- We will contact those applicants in whom we are interested and invite them for a 30 minute in-person interview
- Finalists will be invited to a second round of interviews and we will make an offer shortly thereafter
- We are looking for someone to start right away but we will work with the candidate to allow them to give respectful notice to their current employer

**Job Title:** Food Programs Manager

**Hours:** 35 per week

**Summary of Function:** The Food Programs Manager oversees most of Tri-Lakes Cares' food programs and procurement, manages inventory, aligns TLC to health code regulations, ensures proper maintenance and repairs for all program equipment and works with other staff to assist clients.

## **Essential Job Functions:**

- Ensure pantry is organized, well stocked, and inventoried, while purchasing necessary items that are not donated or obtained through the Buy It Forward Program and various food drives

- Manage Care and Share associated programs, including but not limited to USDA and Agency Express
- Manage most of TLC's food programs to include but not limited to the pantry, the Snack Pack program, the Help Yourself program, and holiday food programs
- Manage the School Supply Program from June to August during the Snack Pack program's summer break
- Attend appropriate trainings for professional development such as Bridges Out of Poverty, ServSafe Certification, Care and Share Agency Express and other applicable trainings
- Maintain all equipment, logs and other materials needed for programs that he/she oversees
- Oversee health regulations, food and sundry separation, temperature logs, and arrange a regular cleaning schedule of all food areas not limited to but including refrigerators, freezers, Help Yourself and pantry areas
- Develop and maintain record keeping systems to track donations and distributions and conduct inventory as needed
- Oversee volunteers who manage merchandise donations
- Coordinate all community, school, church and business food drives, and arrange for appropriate drop-off/pick-up
- Regularly participate in community recognition including in-kind thank you notes and business plaques
- Develop and maintain proper goals, outcomes and outputs for each program
- Ensure proper execution of spending granted funds and reporting as necessary
- Responsible for data collection, analysis and reporting for his/her responsible areas
- Supervise, coordinate, train and ensure proper schedule coverage from a volunteer workforce
- Fill in for fellow team members as needed
- Institute and communicate constructive policies and procedures

**Other Duties:**

- Serve on internal committees as requested
- Submit monthly program counts and reports to appropriate staff for inclusion in board reports, grant reports and other reports
- Create and operate within the program budgets, submit invoices for payments in a timely manner and document all products/services to be booked for in-kind purposes
- Maintain a good working relationship with all donors and Care & Share Food Bank and adhere to the requirements of their agency agreement

**Position May Include the following:**

- Other duties assigned by the Operations Manager
- Occasional work at special events – on average 8 to10 per year
- Occasional work at nights or on weekends – on average 8 to10 per year

**Compensation and Benefits:**

**Typical Hours of Work:** This non-exempt position usually works 35 hours per week. We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked. A flexible schedule is available and past employees in this position have worked more hours on Mondays and Thursdays, and less hours on Tuesdays, Wednesdays and Fridays, occasionally resulting in a 4-day workweek instead of a 5-day workweek.

**Health Insurance:** Offered to employees who are regularly scheduled 40 hours per week

**Pay Range:** Depending on experience \$14.50 – \$16.75

**Paid Holidays:** We have 7 paid holidays per year

**PTO Accrual:** Based on years employed and hours worked, see chart below

Years of Employment	Accrual Per Hour Worked
Hire date through the first year of service	0.0308
First anniversary date through year three of service	0.0500
4th anniversary date through year six of service	0.0693
7th anniversary date and above	0.0885



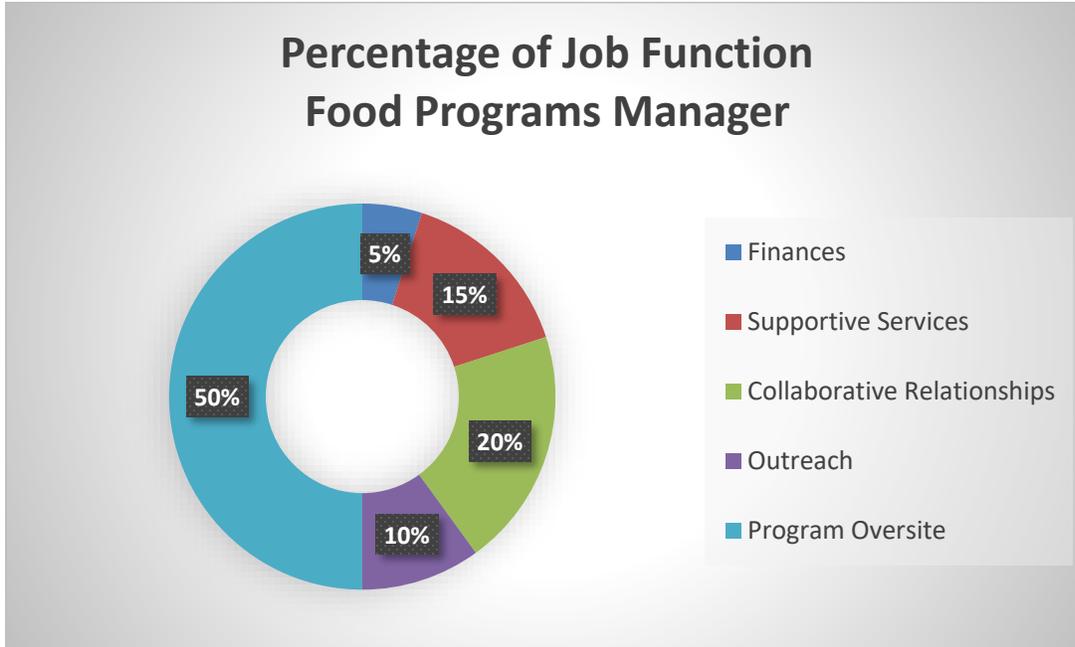
**Our culture, values and what makes us awesome:** Dog friendly environment (on days when we are not open for walk-in client services), the ability to have a fairly flexible work schedule to promote a work-life balance, easy going and family friendly. You need to have a desire to help others, we welcome and encourage energetic conversations across diverse perspectives and challenge each other respectfully. We take time to get to know each other as individuals and support each other to learn and grow. We have a good sense of humor and find fun and joy in our work, we do very serious work, but we don't take ourselves too seriously!

We are thoughtful about our privileges and how they affect our interactions with others and we actively listen and are open to feedback and improvement. We are not afraid to change course as more information becomes available, we are not afraid to have courageous, sometimes even painful conversations that may lead to the positive transformation of our organization and we recognize our role in supporting the organization and others. We operate in a DFZ (Drama-Free Zone), we work as a team and all play a part in the success of our organization. We have a very supportive and empowering board of directors and we promote a professional and respectful environment among our team members with opportunities to receive trainings and attend events that would increase knowledge and professional standards.

**Essential Requirements and Responsibilities:**

- A great sense of humor!!!
- Commitment to our mission and values of teamwork, integrity, transparency, compassion, inspiration and inclusiveness

- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people and organizations
- Impeccable written and oral communication skills
- Love of continuous learning



**Knowledge, Abilities and Skills:**

- Knowledge of all Tri-Lakes Cares Programs
- Ability to respond appropriately to sudden needs and unexpected emergencies
- Ability to relate to clients and their needs
- Written and oral communication skills to work with community partners
- Organizational skills to coordinate all programs and workload
- Computer skills, internet knowledge and experience with Microsoft Office Suite
- Ability to lead volunteers

**Preferred Qualifications:**

- Minimum high school diploma
- Experience working with a non-profit organization
- Experience in program management
- Good credit score
- Professional appearance
- Desire to “give back” to the community
- Flexible schedule
- Budgeting experience

- Prior food pantry experience
- Ability to speak and understand Spanish at a conversational level
- College degree preferred

**Organizational Relationships:**

Reports to: Operation Manager

**Physical Demands:**

The work is somewhat active with periods of light physical activity. Typical positions require workers to walk or stand for long periods; lift and carry up to 50 pounds, climb stairs, bend reach, hold, grasp and turn objects; and use fingers to operate computer keyboards or other mechanical devices. The work requires the ability to speak normally and to use normal or aided vision and hearing.

**FLSA Status:**

Non-Exempt



*TLC is dedicated to the principles of equal employment opportunity. Tri-Lakes Cares does not discriminate in any aspect of our mission on the basis of race, religion, color, gender, age 40 and over, national origin, ancestry, disability, sexual orientation, gender expression, family composition, veteran status, or any other category protected under local, state, or federal law. This protection applies to employees, volunteers, donors, clients, vendors, and anyone else with whom we interact in the course of carrying out our mission.*