



Food Programs Manager Job Posting

Are you interested in supporting local community members and families during challenging times? Can you think quick on your feet, and do you have the skills set and experience necessary to provide well-organized program management for our food related programs? Are you looking to grow, have fun, and make a significant impact? If so, we encourage you to apply for the Food Program Manager position at TLC.

If you are interested in applying for this position, please email your resume, a cover letter and at least three references to JobPostings@Tri-LakesCares.org. Please be sure to include "**Food Program 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 30-45 minute virtual interview
- Finalists will be invited to a second round of in-person 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: 30-35 per week

Summary of Function: TLC's Food Programs Manager implements Tri-Lakes Cares' food programs with the support of TLC staff and volunteers. TLC's food programs include managing the food supply in our Market and Pantry, Buy it Forward program, and Snack Pack program, as well as food drives and our Holiday Food programs. The Food Programs Manager also procures and purchases food and sundry items, manages inventory in TLC's food programs, aligns TLC's food systems to appropriate health code and food partner regulations, and ensures proper maintenance and repairs for all program equipment. The Food Program Manager is responsible for appropriately spending allocated funding and analyzing financial reports on a monthly basis to align with TLC's overall financial goals.



Essential Job Functions:

- Manage TLC's food programs including weekly grocery distribution, stocking the Market and pantry, the Snack Pack program, the Buy it Forward program, and seasonal food programs.
- Ensure TLC's pantry is organized, well stocked, and inventoried.
- Develop and maintain proper goals, outcomes, and outputs for each program.
- Report on the progress of TLC's food programs to TLC's staff, board, and larger community.
- Oversee TLC's alignment to health regulations, manage food and sundry separation, maintain temperature logs, and oversee regular cleaning of all food areas not limited to but including refrigerators, freezers, Market and pantry areas.
- Oversee the maintenance of all equipment, logs, and material needs for TLC's food programs.
- Attend appropriate trainings for professional development such as Bridges Out of Poverty, ServSafe Certification, Care and Share Agency Express and other applicable trainings.
- Coordinate and train volunteers who support food programs.
- Oversee the volunteer workforce who organizes, stocks, and inventories TLC's food insecurity programs.

- Serve as support to the Director of Client Programs for seasonal programs such as school supplies and Giving Tree.
- Create and operate within each program's budget.
- Spend funding allocated for TLC's food programs and analyze monthly financial reports to stay aligned with TLC's overall financial goals.
- Purchase food and sundries product that is not donated or obtained through the Buy It Forward Program and various community food drives.
- Develop and maintain record keeping systems to track food and sundries donations and distributions and conduct inventory as needed.
- Submit monthly program counts and reports to appropriate staff for inclusion in board reports, grant reports, and other organizational reports.
- Submit invoices for payments in a timely manner.
- Oversee programs under TLC's partnership with Care and Share including but not limited to USDA and Agency Express.
- Manage and maintain effective relationships with TLC's food partner agencies.
- Coordinate all community, school, church and business food drives, and schedule pick-ups and drop-offs of food donations.



Other Duties:

- Participate in community recognition tasks including the preparation and mailing of monthly thank you notes.
- Serve on internal committees as requested.
- Attend and present at meetings and community events as needed.
- Fill in for fellow team members as needed.
- Complete other duties as assigned by the Director of Client Programs
- Support special events (on average 8 to 10 per year).

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Hours of Work, Rate of Pay, and Benefits:

Hours of Work:

This non-exempt position usually works 30-35 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 (outside of critical client services hours) is available and past employees in this position have worked Monday through Thursday, with fewer hours on Fridays.

Rate of Pay:

Depending on experience, this position pays \$18 to \$22 per hour.

Health Insurance:

TLC offers health insurance to employees who are regularly scheduled to work 40 hours per week.

Paid Holidays:

TLC has 8 paid holidays per year.

PTO Accrual:

PTO accrues based on the information below.

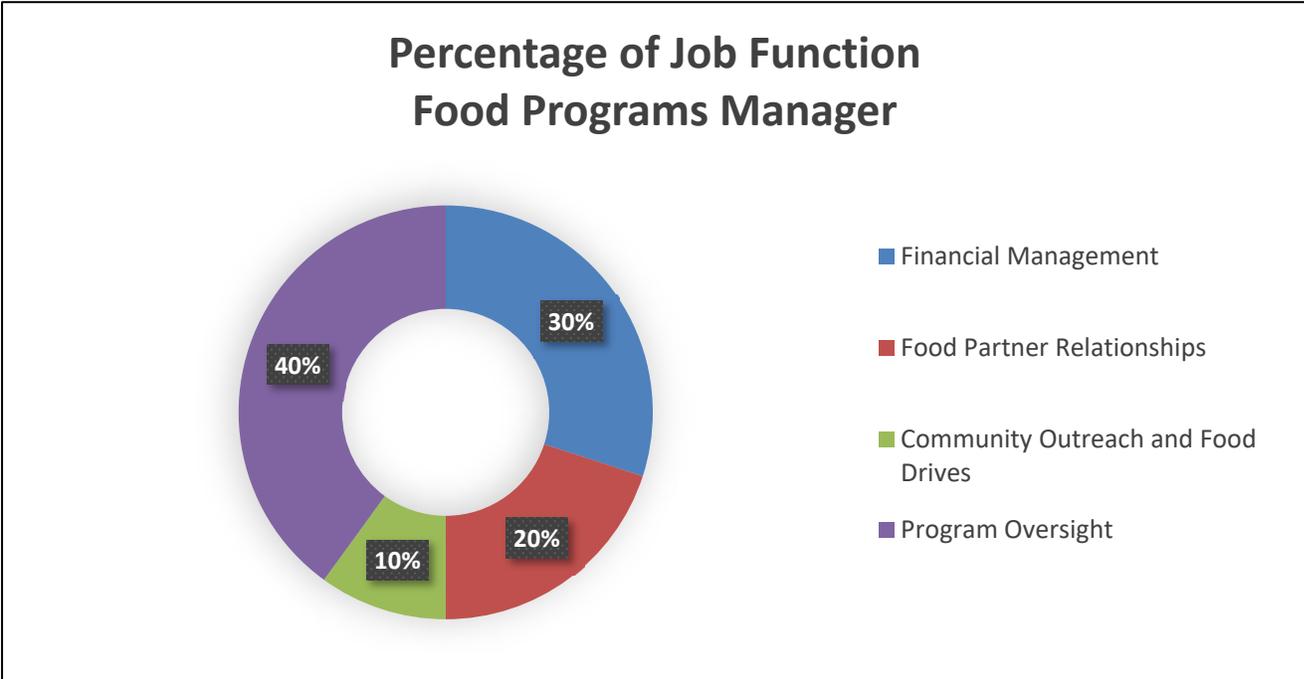
Years of Employment	Accrual Per Hour Worked
Hire date through the first year of service	0.04
First anniversary date through year three of service	0.06
4th anniversary date through year six of service	0.08
7th anniversary date and above	0.10

Our culture, values and what makes us awesome: We value providing staff with options for a flexible work schedule to promote work-life balance. We are an easy-going and family-friendly group who loves our dog-friendly environment (on days when we are not open for walk-in client services). We want to work with others who have a desire to serve our community, and we welcome and encourage energetic conversations across diverse perspectives and challenge each other respectfully. We take time to get to know each other and support each other to learn and grow. We value a good sense of humor and find fun and joy in our work. We do serious work, but we do not 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 suggestions for improvement. We are not afraid to change course as more information becomes available and we value courageous conversations that may lead to positive transformation for our organization. We operate in a DFZ (Drama Free Zone), work as a team, and all play a part in TLC's successes. TLC has a supportive and empowering board of directors and we promote a professional and respectful environment among all team members by providing opportunities to attend trainings and engage in professional development opportunities to increase our knowledge and improve our professional skills.

Essential Requirements and Responsibilities:

- Hard working in a fast-paced environment
- Able to make quick decisions on a dime
- Seek to understand the culture of the organization
- Demonstrated experience with managing food programs and food safety
- Commitment to TLC's mission and values of teamwork, integrity, transparency, compassion, inspiration, and inclusiveness
- Flexibility and adaptability to fit the needs of a wider range of cultures, people, and organizations
- Love of continuous learning



Essential Knowledge, Abilities and Skills

- Knowledge of all Tri-Lakes Cares Programs
- Ability to respond appropriately to sudden needs and unexpected emergencies
- Understanding and ability to relate to a diverse set of clients and their needs
- Written and oral communication skills to work with all publics and organizational skills to coordinate all programs and workload
- Ability to lead volunteers
- Experience in program management
- Computer skills, Internet skills and knowledge of Microsoft Office Suite

Preferred Qualifications

- Minimum High School Diploma
- Ability to multi-task
- 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 or grocery store experience
- Ability to speak and understand Spanish at a conversational level
- College degree preferred

Organizational Relationships

Reports to: Director of Client Programs



Physical Demands

The work is somewhat active with periods of physical activity. Typically, the position requires:

- Lifting heavy objects, climbing stairs, placing items on shelves
- Operation of a computer and other office productivity machinery, such as a copy machine and computer printer
- Communicating clear and accurate information and ideas, with or without necessary assistance, so others will understand

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.