

Island Food Pantry Operations Manager

The role of the Island Food Pantry Operations Manager is responsible for all aspects of the Pantry's procurement and distribution of food, including pickup, receipt, storage, and distribution of food to community members in need. This position trains and manages Pantry volunteers to ensure that needs of our clients are met, and embraces the organization's core values of providing reliable food with dignity and respect.

Duties

- **Volunteer Oversight**
 - Coordinates Pantry volunteer leaders (Volunteer Coordinator, Ordering Lead, Shift Supervisors and others) to ensure that the Pantry is properly staffed
 - Trains volunteers, identifies new volunteer roles and opportunities
- **Manage all aspects of food inventory procurement, controls, and distribution**
 - Coordinates with GBFB and other vendors, the Steamship Authority and volunteers to ensure that food is reliably delivered to the Pantry
 - Coordinates Truck Team and Stocking team to ensure safe storage of Pantry items
 - Coordinates food delivery program, including but not limited to matching volunteers with clients who request delivery, phoning clients to secure their food order, and scheduling volunteers to pick-up and deliver orders.
 - Organize and oversee the food distribution process with help of other staff and volunteers.
- **Facilities Management**
 - Ensures that Island Food Pantry's Facility meets GBFB and local health department standards of organization and cleanliness; ensures all required certification and inspections for the pantry are completed on schedule.
 - Ensures all equipment – truck, refrigerators, freezers, ect. – and facilities stay in good working order; schedule maintenance/repairs as needed.
 - Identifies and problems and implements or facilitates solutions for issues that come up in the Island Food Pantry's space.
- Works with Executive Director to implement new projects and extend the Island Food Pantry's support of the community

Qualifications:

- 2+ years of operational experience preferably in food service, grocery management or other relevant field
- Experience supervising a dynamic and diverse team
- Communicates issues in a timely manner to appropriate parties

- Commitment to the island food pantry mission and social justice issues

Time Commitment

- 40 hrs/week

For more information, contact Kayte Morris at kayte@islandfoodpantry.org