



**LIFT-UP of Routt County**  
*Assistant Food Bank Manager*  
**JOB DESCRIPTION**

<b>Job Title</b>	<b>Assistant Food Bank Manager</b>
<b>Employment Status</b>	Full-time (40 hours per week)
<b>Reports to</b>	Community Support Manager
<b>Supervision Exercised</b>	Supervises volunteers
<b>Salary</b>	\$15.00 + depending on qualifications
<b>Benefits</b>	Health Insurance, Paid Holidays, Paid Vacation, Sick Days
<b>General Description of Position</b>	The Assistant Food Bank Manager helps to ensure smooth operations in the Food Banks through maintaining inventory, ordering food as needed, working with Volunteers and communicating with suppliers.
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• TEFAP tracking and compliance</li> <li>• CSFP tracking and compliance</li> <li>• Maintain adequate inventory to support the 3 food pantries and the Rocket Pack program through tracking warehouse supplies and ordering new inventory</li> <li>• Coordinate with the Community Support Manager to ensure the food program remains within budget</li> <li>• Track all food donations.</li> <li>• Maintain records for the weight and product type received by LiftUp and record source of donation- Grocery Rescue, Restaurant Rescue, Grow A Row, Food Bank of the Rockies (FBR), etc.</li> <li>• Report to FBR the weekly weight and product category received from the Grocery rescue program</li> <li>• Provide the Community Support manager the monthly TEFAP, CSFP counts, and weights received from all sources either donated or purchased.</li> <li>• Health Department record keeping for Retail Food License, Food handling safety and safe food storage practices</li> <li>• Communicate numbers with Executive Director as requested</li> <li>• Demonstrate excellent customer service skills</li> <li>• Maintain client confidentiality</li> <li>• Attend Monthly Staff meetings</li> <li>• Perform tasks as requested by CSM and EX Dir</li> </ul>
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>• High School Diploma, or equivalent, preferred</li> <li>• Ability to speak Spanish preferred, but not required</li> <li>• Excellent interpersonal and communication skills and ability to maintain confidentiality</li> </ul>

	<ul style="list-style-type: none"><li>● Ideal qualities: compassion, discernment, discretion, high attention to detail.</li><li>● Ability to define problems, collect data, establish facts and draw valid conclusions</li><li>● Ability to work comfortably with people from various socio-economic, racial, and cultural backgrounds</li><li>● Ability to meet deadlines, be self-motivated, self-disciplined and organized</li><li>● Ability to multi-task in a fast-paced environment</li><li>● Willingness to preform duties from multiple locations within Routt</li><li>● Familiarity with Microsoft Office Suite, Excel</li><li>● Physical ability to stand for extended periods of time and lift and carry items weighing up to 50 pounds</li><li>● Valid Colorado driver's license, proof of insurance, and road-worthy personal vehicle (mileage reimbursement will be provided)</li></ul>
<i>Revised May 26, 2018</i>	