



LiftUp of Routt County
Food Bank Manager
JOB DESCRIPTION

Job Title	Food Bank Manager (FBM)
Employment Status	Full-time (40 hours per week), nonexempt
Reports to	Director of Programs
Supervision Exercised	Supervises Food Resource Coordinator, Food Bank Program Assistant, Oak Creek Customer Service Specialist, Volunteers and Community Service Workers
Salary	\$22/hr+ DOQ
Benefits	Health Insurance, Paid Holidays, Paid Vacation, Sick Days, 401(k), short- and long-term disability plan, supplemental insurance
Key Accountabilities	<ol style="list-style-type: none"> 1. Lead the Food Bank team in providing food and compassionate service to our clients 2. Hire (assist with), develop, coach and retain Food Bank and Community Garden staff 3. Train, schedule and retain Food Bank and Community Garden volunteers 4. Ensure Food Bank and Community Garden operate safely, efficiently, effectively and in a financially responsible manner
General Description of Position	<p>FOOD BANK Manager: Under the direction of the Director of Programs, the FBM will be responsible for overseeing the operation at all three LiftUp Food Bank sites (Steamboat Springs, Hayden, Oak Creek), including volunteer scheduling, food ordering, receiving food donations, receipting donation, overseeing Grocery Rescue programs and reporting to appropriate agencies, as well as overseeing operation of the LiftUp Community Garden. The FBM will supervise the Food Resource Coordinator and Food Bank staff and volunteers. The FBM will ensure that the LiftUp Food Bank is in compliance with all state and federal guidelines and is operated in a safe manner.</p>
Essential Duties	<ul style="list-style-type: none"> • Follow personal health and sanitation protocols necessitated by COVID-19 and safe business best practices • Know, follow and, when necessary, create safety and sanitation procedures, with a particular focus on safe work practices during COVID-19 outbreak • Supervise, schedule and train Food Resource Coordinator, Food Bank and Community Garden Staff and Volunteers on a daily basis, and conduct annual performance reviews for employees • Prepare, maintain, and submit all reports and, if requested, grants, in an accurate, timely fashion, according to established requirements • Oversee Food Bank Programs, including but not limited to: Rocket Pack Programs, Adopt-A-Shelf, ProDo, CSFP, TEFAP, Mobile Food Pantry and prepare all necessary reports • Assist in preparation of budget for Food Banks and Community Garden and practice financial responsibility in the best interest of LiftUp • Purchase food, following budgetary and program guidelines; maintain cost control, itemize receipts • Ensure that food donations are handled appropriately according to health and safety standards • Ensure restocking of food shelves, track inventory, maintain quality control, ensure appropriate quantity and quality of inventory

	<ul style="list-style-type: none"> • Plan and promote Seasonal Holiday Baskets • Coordinate, with Development Director, external resources for food drives • Travel as needed to provide back-up assistance at all three Food Banks, distributing food and ensuring that necessary paperwork and data entry are completed • Supervise all areas of Food Bank and Community Garden as needed • Organize, provide volunteers and appropriate oversight to mobile pantries • Coordinate and assist as needed with Food Bank fundraising programs • Attend monthly staff meetings, program leadership meetings, and other community meetings as needed • Maintain clean work environment, break down boxes • Minimize and manage food waste-utilize composter, work with local farmers and ranchers to coordinate food waste pick-up, expiration dates • Assist with special projects and perform other duties as assigned • Attend trainings as needed and required (e.g. FBR, county) • Establish and maintain positive working relationships with community partners, including: local grocery stores; schools; churches; human service agencies; donors; vendors, volunteers; and food drive organizers, restaurants, businesses, and government agencies
<p>Minimum Requirements</p>	<ul style="list-style-type: none"> • A combination of experience, knowledge and skills to perform the essential duties is required and is typically represented by a Bachelor of Arts in related field, or degree in Business Management or Administration preferred and/or 2-4 years related experience • Ability to follow, create, manage and train safety, sanitation and mitigation protocols due to COVID-19 • Ability to maintain safe and clean operations • Ability to speak Spanish preferred • Supervisory, management, coordination, scheduling, staffing, and training experience is strongly preferred • Excellent interpersonal and communication skills and ability to maintain confidentiality • Ability to problem-solve quickly and calmly under high stress conditions • Ability to work comfortably with people from various socio-economic, racial, and cultural backgrounds • Ideal qualities: compassion, discernment, discretion, high attention to detail, self-motivation, self-discipline, organization, leadership • Ability to define problems, collect data, establish facts and draw valid conclusion • Ability to meet deadlines and multi-task in a fast paced environment • Proficiency with Microsoft Office Suite, Apple I-Pads, Google sheets, data entry, and ability to quickly learn and use new programs is required • Physical ability to stand for extended periods of time and lift and carry items weighing up to and occasionally more than 50 pounds • Valid Colorado driver's license, proof of insurance, and road-worthy personal vehicle (mileage reimbursement will be provided) • Background check required

Revised May 19, 2021