



Food Bank Manager \$18.50/hr 18-20 hrs a week

### Description of job

- Lead the food bank team in providing food and compassionate, culturally relevant service to our clients
- Responsible for overall operation and sanitation of the food bank area in accordance with 2nd Harvest and Food Safety Guidelines
- Validate Bill of Ladings from various deliveries
- Ensure all food is properly tracked and recorded
- Attend monthly 2nd Harvest Outlet meetings representing OPCO
- Monthly Reporting to various outlets
- Maintain relationships and communication with other food banks, organizations, & establishments
- Ensure and maintain available stock of food items on distribution line
- Obtain and maintain current food handlers permit
- Manage, lead, and oversee a variety of staff and rotating volunteer base, and a constantly growing client base within the food bank
- Maintain systems of storage and inventory across several storage units to ensure little to zero food waste
- Make appropriate decisions regarding food distribution limits and effectively communicate these regularly to staff, volunteers, and clients
- Pay close attention to any tracking tools/logs, making sure the data is consistently and accurately recorded

We are looking for someone with:

A kind, empathetic, unbiased heart

A leader

Proficient in Microsoft Office

Teachable, willing and ready to learn

Can lift 25-50lbs continuously

Bring Resume to: