

Job Title: Manager, Food Pantry Operations- Fannin County Family Connection (FCFC)

Reports to: FCFC Executive Director

Purpose of the Job:

The manager of Food Pantry Operations is responsible for overseeing and directing the daily client service operations of Fannin County Family Connection.

Essential Functions:

- Responsible for purchasing food from various related food banks that source to the operation
- Manages food budget and allocates spending in efficient manner
- Arranges for and picks up donated food from grocery stores and restaurants and donors
- Manages approximately 50 volunteers utilizing online scheduling tools, daily contact and oversight of activity among volunteers
- Provides training to volunteers on Food Pantry policy and procedures and pantry client software
- Maintains inventory schedules
- Maintains clean environment in pantry, including lobby area and warehouse area
- Manages the provision of food to clients, taking into account shortages or excesses of particular food items
- Prepares reports to various agencies on materials donated, fulfillments to clients, and other data on a weekly and monthly basis. Prepares other information as requested
- Provides accurate and timely communication to stakeholders of Fannin County Family Connection
- Resolves issues with clients and/or volunteers as appropriate
- Oversees repairs and maintenance of Food Pantry premises and equipment
- Maintains safe and efficient operations
- Provides positive environment of service to and for clients and community members alike across various demographic groups
- Actively participates in relationship-building with clients, volunteers, board members, and donors
- Other duties as requested by FCFC Executive Director. The job functions listed are not intended to be an exhaustive list of all requirements and responsibilities and as such, are subject to change without notice based on the needs of FCFC and the community we serve.

Qualifications to Meet Minimum Requirements

- Requires high school diploma or equivalent GED. Associate degree preferred
- Acquires and maintains current ServSafe Certification
- Minimum 2 years warehousing and management experience
- Strong communication and relationship building skills
- Ability to present Safe Food Handling and Federal Civil Rights training
- Strong verbal and written skills
- Good organizational skills
- Detail oriented and ability to multi-task
- Competent leader in a team environment while fulfilling management objectives with minimum direct supervision
- Ability to work late hours and/or weekends to meet the needs of FCFC, such as receiving donations or product, assisting in fund raising activities, and/or engaging in various public speaking events on behalf of FCFC
- Skilled in operation of forklift, pallet jack, and ability to lift 50+ lbs. throughout the workday
- Requires occasional evening and weekend communication to staff members and volunteers

Salary and Benefits

This job is a salaried position with FCFC. Pay is commensurate with experience. Position offers a stipend for employee health insurance, earned Paid Time Off (PTO), 12 paid holidays, and SIMPLE IRA.

Send Letter of Application, Resume, and References to sherrymorris@etcmail.com. Applications will be accepted until job is filled. NO PHONE CALLS PLEASE.