

Position: Staff Supervisor

Organization: Orcas Island Food Bank (OIFB)

Location: Orcas Island, WA

Classification: Part-time, Non-Exempt

About Orcas Island Food Bank

Orcas Island Food Bank (OIFB) is a community-focused organization dedicated to nourishing current and future generations of our community through food access, education, and advocacy. We distribute food at no charge, tailored to suit our customers' unique needs. We strive to offer culturally recognized, age-appropriate, and dietary specific options, including fresh produce and protein

Position Summary

The Staff Supervisor is responsible for supporting day-to-day staff operations, assisting with training and instruction, ensuring adherence to safety protocols, and helping to foster a productive and respectful work environment. This role includes providing coverage for staff during breaks and lunches, addressing staff needs or concerns, and working closely with management to maintain operational efficiency.

Key Responsibilities

- Instruct staff on daily tasks and projects
- Ensure all staff are properly trained and oriented to their roles
- Work with management to create, implement and uphold safety protocols
- Cover staff breaks, lunches, vacation and sick leave as needed

- Cover volunteer absences when needed
- Maintain accurate staff records and reports including vacation and sick leave
- Support staff in their roles by serving as a point of contact for questions or concerns
- Assist in coordinating staff appreciation and recognition events
- Collaborate with leadership to ensure smooth daily operations
- Coordinate with management with payroll.

Qualifications

- Strong organizational and leadership skills
- Excellent communication and interpersonal abilities
- Ability to work independently and collaboratively with a diverse team
- Familiarity with food safety practices preferred
- Proficiency in Microsoft Office Suite a plus

Skills and Abilities

- Effective time management and multitasking skills
- Proactive and solution-oriented approach
- Empathetic and respectful approach to staff supervision
- Ability to maintain a positive attitude in a fast-paced work environment
- Comfortable working indoors and outdoors in all weather conditions
- Ability to lift up to 50 lbs repetitively
- Ability to stand for extended periods
- Able to share a small, active workspace effectively with others

Working Conditions

- Some evening and weekend work may be required

Job Classification

- Part-time (approx. 26 hours per week)
- Non-exempt position
- Pay rate: \$23 – 29 sliding scale per hour with opportunity for growth
- For 20+ hour/week employees: paid time off, comprehensive health benefits and a 3% matching IRA option are available after 30 working days.
- Temporary/ Seasonal employees accrue a sick rate of 0.025 hours for every hour worked.
- Monday through Friday schedule

To apply, please email your resume along with three references to Cali at cali@orcasfoodbank.org. The position will remain open until filled.

Equal Opportunity Employer

Orcas Island Food Bank welcomes people from all backgrounds and walks of life. OIFB is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants.

OIFB recruits, hires, trains, promotes, compensates, and administers all personnel actions without regard to race, color, religion, sex, sex stereotyping, pregnancy, gender identity, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other status protected by applicable law.