

**Emergency Family Assistance Association
Job Description**

Job Title:	Food Bank Manager
Worksite:	1575 Yarmouth, Boulder
Hours of Work:	40 hours per week, Monday through Friday between 8:30 am and 5 pm. Some evening and weekend hours as necessary. Regular and timely attendance is essential function of this job.
Reports to:	Director of Programs
Supervises:	Food Bank Assistant, Food Bank Volunteers, work study/intern position(s)
Mission:	EFAA's mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community.
Organization:	For over 100 years, EFAA has been a locally operated community safety net for families in times of need. In addition to committed staff, EFAA has strong community partnerships and a thriving volunteer program which help to facilitate our mission.

General Statement of Duties:

This staff position is responsible for the overall direction and management of EFAA's food bank including food procurement, staff and volunteer management and participant interface process. Ensure all government and program guidelines and regulations are met. A focus on: community coordination of food distribution, reaching underserved populations, increasing quality and variety of healthy food options and culturally diverse food choices. Responsible for keeping food fresh, organized and the work space clean to code. All EFAA staff are required to contribute to the development of the organization

- Oversee implementation of FY 21 – 25 Strategic Plan Goals and Objectives as they relate to food bank operations
- Supervise the part-time Food Bank Assistant
- In a lead role, with collaboration with the Director of Volunteer Services
 - Manage all aspects of managing 100+ volunteers per week including: training, scheduling, supervising, volunteer database oversight, delegating tasks, and volunteer recognition
 - Ensure policies and procedures are upheld; e.g. driver requirements
 - Consult on volunteer issues, relationship management, disciplinary actions, etc.
 - Support the Director of Volunteer Services in tracking hours and recruiting
- Be instrumental in developing partnerships and strategy with other food banks in the community, for mutually beneficial goals and improved services to clients.
- Represent EFAA on local and state-wide collaboratives
- Procure food from a variety of sources anticipating needs based on projections of supply; plan, schedule and coordinate food pick up and deliveries
- Manage the food bank budget; assess equipment needs and work with Director of Programs to secure needed equipment.

- Actively solicit food drives throughout Boulder County— individuals, businesses, congregations, organizations, etc; develop and maintain relationships, update calendar, and conduct analysis to reduce shortages
- Manage and oversee food storage strategy
- Primary contact with maintenance and subcontractors
- Maintain accurate records of grocery acquisition and inventory
- Prepare and submit reports accurately and on time both internally and to the USDA
- Maintain safe and clean food environment according to Health Department and Community Food Share standards
- Assist with other projects as requested by Director of Programs or EFAA leadership team, including support for special events as appropriate.
- Takes proper safety precautions, anticipates unsafe circumstances and acts accordingly to prevent accidents. Adheres to and practices EFAA Safety Rules.

Required Qualifications:

A minimum of 1-year management experience

Prior experience in logistics and planning

Excellent communication skills

Ability to work effectively with a wide variety of people.

Computer and database proficient; experience in Microsoft Excel

Experience working with volunteers

Experience working with people with diverse backgrounds and cultures

Preferred Qualifications:

Food bank or warehouse logistics experience related to food

Knowledge of USDA regulations

Hold or secure within a reasonable time Food Safety Training Certification

Experience in strengths-based / client-centered modality

Spanish proficiency

Work Environment, Physical Activities and Equipment Used: Physical agility to perform all aspects of the job including standing, sitting, walking and/or the ability to lift up to 30 lbs. Regularly required to lift, bend and carry items – unloading trucks, vehicles, stocking shelves etc. Full range of body motion. Office environment that requires regular use of computer for data input and other work.

Why You Should Apply:

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecopass
- Language bonus for bilingual English / Spanish employees
- Family friendly policies and practices
- Designated paperwork time
- A commitment to professional development and training

Starting salary of \$50, 500. Competitive pay commensurate with education and experience.

How to Apply: Please email your resume and cover letter to resumes@efaa.org

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law.

Updated October 2020