



Title: Food Club Manager
Dept: TBD

Reports to: TBD
FLSA: Exempt

JOB DESCRIPTION

Position Summary: Responsible for ensuring the Food Club and the Food Pantry run efficiently and successfully. Leads continuous improvement efforts to facilitate ongoing expansion of the Food Club and Pantry. Ensure efficient store operations, employee relations, customer service, store security, food security, hiring, training and performance management, merchandising, and cleanliness. Provides leadership in line with the company values and promotes positive work environment.

Essential Functions

- Managing food pantry to ensure backpacks filled every week and delivered to Faubion
- Supervising Food Club team members
- Reviewing and selecting new products for the Food Club
- Managing staff orientation, safety training, on-the-job training, product training.
- Managing inventory
- Ordering the daily inventory needs.
- Carrying out established opening and closing procedures. Uphold security procedures and support staff in dealing with shoplifters, disorderly customers, and emergencies

Secondary Functions

- Filling in for team member absences as needed
- Driving company vehicle to and from affiliate companies and/ or picking up food for the pantry
- Assisting with determining hours of operation
- Ensuring food safety and quality is maintained by reporting any concerns to the Quality Assurance Department
Adhering to all GMP standards

Supervisory responsibilities:

Carries out supervisory responsibilities in accordance with company policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Knowledge, skills and abilities:

- Exceptional interpersonal skills
- Strong supervisory and mentoring skills; Teambuilding, training, presentation, and instructing skills
- Strong problem solving skills (root cause analysis, cause/effect relationships)
- Able to prioritize quickly in a high stress environment
- Proficient in computer programs including Microsoft Office (Word, Excel, Access)
- Strong written and verbal communication skills, along with solid basic math skills
- Ability to effectively present information in one-on-one and small group situations to customers, vendors and other employees
- Proficiency in both English and Spanish preferred (oral and written)

basics

- Ability to create a positive environment and work as a team member.
- Requires a valid driver's license to operate a van and/or small box truck to make deliveries on behalf of company.

Minimum qualifications:

The position requires a bachelor's degree, or equivalent work experience, and 1-3 years of experience managing employees in a similar work environment. Experience working in the retail/food industry preferred; non-profit experience also a plus.

Working conditions:

Required to be on-call during evenings/weekends to solve Food Club and Pantry related issues/problems. Regularly required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. Will occasionally be required to climb or balance and stoop, kneel, or crouch. Must be able to frequently lift 35 pounds and occasionally lift and carry up to 50 pounds and have the ability to push, pull, or move up to 200 pounds with mechanical assistance.