

VIRGINIA PENINSULA FOODBANK

JOB DESCRIPTION

Job Title: Operations Manager

Position Reports To: Chief Operating Officer

Work Hours/Shift: Monday-Friday; full-time, exempt; some weekend and evening work required for meetings, special events, and possible out-of-town conferences

Job Description:

The Operations Manager directs overall day-to-day operational activities of the Virginia Peninsula Foodbank warehouse and facilities. Responsible for the supervision and coordination of all involved activities in the handling of food, both donated and purchased, for the Virginia Peninsula Foodbank, to include the areas of the Warehouse, Inventory, and Transportation. The Manager will develop and maintain a positive and supportive relationship with all departments of Virginia Peninsula Foodbank and will assist the Chief Operating Officer with the administration of the Foodbank warehouse in accordance with Feeding America, State and Local Health Departments, other regulatory agencies, and Foodbank directives.

Supervisory Responsibilities: Warehouse Worker, Sorting Room Coordinator, Janitorial Staff, AARP & Youth Challenge workers.

Major Job Accountabilities:

- Oversees all activities within the Warehouse.
- Works with Inventory Control Specialist to ensure an accurate inventory.
- Oversees all transportation needs and product deliveries along with the Logistics Manager.
- Establishes efficiencies in all assigned departments.
- Empowers direct reports to make their own decisions.
- Maintains an audit ready facility at all times.
- Develops continuous improvements in the area of work safety, food handling, safety, productivity, and quality.
- Develops effective channels of communication with supervisors, peers, and other staff throughout the Foodbank.
- Ensures that the Warehouse is operating under safe conditions and in compliance with OSHA and all other safety regulations.
- Manages department's operating budget
- Seeks continuous personal growth and development through the application of on-the-job training, seeking out and attending outside seminars, and attending ongoing corporate training opportunities.

- Performs all duties and maintains all standards in accordance with the Virginia Peninsula Foodbanks policies and procedures.
- Responsible for coordinating with the USDA Program Manager for the receipts and placement of all USDA products.
- Other activities as assigned by the Chief Operating Officer or Chief Executive Officer.

Education/Experience/Skills/Qualifications:

Required:

- Four year degree in Business Management or a related field, or 5 years' leadership experience in non-profit programs or combination thereof.
- Excellent verbal and written communication skills
- Strong interpersonal skills; good time management.
- Strong organizational skills, ability to multi-task, and strong problem solving skills
- Ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities
- Proficient in MS Office: i.e. Word, Excel, and Outlook
- Ability to learn other software as needed
- Highly motivated with strong interpersonal skills
- Ability to meet crises calmly and show initiative and flexibility in day-to-day operations
- Develop contingency plans for various scenarios in cases of inclement weather or natural disasters
- Must have own automobile and be prepared to use it on the job; have a valid driver's license with a good driving record
- Must have flexible schedule and be willing to work in the evenings and on weekends when necessary.
- Requires current food safety management certification (ServSafe) or willingness to obtain certification.
- Outstanding interpersonal, coaching, and listening skills with the ability to communicate positively within all levels of the organization
- Self-motivated with ability to work independently and as an effective member of a team
- Certification to operate a forklift
- Ability to lift fifty (50) pounds

Virginia Peninsula Foodbank is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.