



## Food Program Manager Job Description

### Overview

Responsible for ensuring FOTP food-related programs operate smoothly and adhere to all federal, state, and local requirements. Oversees supervisors, coordinators, and volunteers at food-programming locations. Orders and maintains food inventory at warehouse in accordance with agency's nutrition standards and capacity. Determine new needs and trends at pantry locations and improve efficiencies and effectiveness as needed. This is a full-time position with a work expectation of 40 hours per week starting at \$21/hour plus benefits.

### Responsibilities

- Maintain positive work atmosphere by behaving and communicating in a manner that fosters and maintains positive relationships with coworkers, volunteers, and consumers.
- Administer distribution of food through client choice process to individuals who come to any Friends of the Poor pantry location seeking assistance.
- Ensure agency is abiding by all federal, state, local, and Food Bank requirements, including but not limited to: audit standards, trainings, certifications, reporting, and more.
- Work with Pantry Coordinators to ensure all sites are appropriately staffed and operating within agency's standards/guidelines.
- Ensure cleanliness standards are met at all food pantry spaces, with food safety at the forefront.
- Ensure appropriate and accurate completion of required participant paperwork by all staff and volunteers across pantry locations.
- Maintain adequate and diverse shelf inventory at all locations, working with staff and volunteers to restock when necessary.
- Solicit/recruit and maintain relationships with potential food donors, such as stores, restaurants, distribution centers, etc.
- Oversee food inventory at warehouse, respecting expiration dates.
- Responsible for maintaining inventory and scheduling orders from various vendors.
- Submit accurate reports in a timely manner to Director of Operations, Food Bank and other required agencies.
- Work with Director of Operations to make necessary improvements and/or corrections across program sites.
- Oversee the distribution of food deliveries from our warehouse in emergency situations.
- Work with Food Bank on execution of Senior Food Box program at two locations.
- Assist with planning and execution of supplemental programming related to food, such as Family to Family or summer camps.
- Perform all other duties as assigned.

### Qualifications

Must be able to pass all required background checks and obtain all required food safety certifications. Nutrition-based background, ServSafe Manager certification, proficiency in conversational Spanish, and experience with cloud-based inventory and client-registration systems preferred.

This position requires extended periods of standing or sitting, frequent lifting of up to 50 pounds, a valid Pennsylvania Driver's License, and child abuse clearances/background checks.

To apply, please send cover letter and resume to [snyderk@fotp-ihm.org](mailto:snyderk@fotp-ihm.org).