

Christian Neighbors SE
282 12th Street
Plainwell, MI



Food Program Director

Description:

The Program Director will be responsible for program implementation and management, strategic planning and program marketing, quality assurance, contract and grant compliance, volunteer/staff supervision and fiscal management for the program.

Weekly Hours: 25-30. Hours are dependent on the learning of and completing tasks necessary for the job. There is paid Holiday & Vacation days, Simple Plan Retirement available, No Insurance available.

Essential Duties

- Oversees all aspects of program operation, including program implementation, management, and expansion. Ensures all regulatory guidelines are met including OSHA safety guidelines/regulations, as well as the USDA and South Michigan Food Bank's food safety/food handling guidelines.
- Promote Food Program needs and activities in various medias including print, website and social media platforms.
- Supervise and track all related outcomes, maintain statistical data as required, and provide contract/grant reports assuring that grant and reporting requirements are met.
- Explore opportunities for additional funding resources for designated program, in conjunction with the Development Coordinator.
- Recruit and supervise volunteers to ensure proper execution of tasks and service while they are helping in the food pantry, and they follow all agency and program policies and procedures, including confidentiality.
- Supervise Stocker in pantry.
- Food Drives - maintain schedule, recruit and manage volunteers, promotion and management of food drives, and recording of results. Acknowledge food donations as warranted.
- Intake of all food pantry clients during open food shifts. Ensure all clients are registered, entered in database and database is properly maintained.
- Attend agency, funders and community meetings as requested. Maintain working relationships with community agencies to provide comprehensive services to clients and to stay abreast of current trends and available resources.
- To be aware of the operations of other food pantries and their boundaries in the Allegan & Kalamazoo County area.
- Orders food for pantry, monitors nutritional content, tracks inventory, and manages & receives weekly deliveries.
- Have up to date ServSafe Food Handling License through South MI. Food Bank in Battle Creek. Understand Food Safety and Shelf Life.
- Oversee maintenance of all pantry equipment making certain everything is properly maintained and cared for. Ensures food pantry, office space, signage, sheds, storage room, etc. are all clean and well organized.
- Occasional evening or week-end duties.

Requirements:

Knowledge, Skills & Abilities

- Bachelor's degree preferred in a Human Service field and 2 years of experience in direct services or case management.
- Minimum 2 years supervisory/administrative experience. Preferred experience working with volunteers and database reporting.
- Ability to comprehend, document, and converse in Standard English.
- Excellent verbal and written communication skills.
- Sound judgement and reasoning ability/skills; problem solving and conflict resolution skills.
- Strong computer skills including word processing, spreadsheet and database applications.
- Demonstrated ability to interact positively with referral sources, other agencies, and community partners.
- Skilled at handling multiple demands and competing priorities and excellent time management skills. Requires attention to detail and ability to concentrate on figures, paperwork, data, etc.
- Frequent distracting influences such as people, phone calls, noise and so forth.
- Participate as a team member utilizing a collaborative style to achieve mutual goals.
- Demonstrated ability to effectively interact, communicate, and collaborate with people from all cultural, socio-economic, and religious backgrounds.
- Treating all clients and stake-holders with kindness and respect.
- Ability to prioritize multiple projects and work under pressure.
- Support the mission, vision, and strategic goals, as a part of the Core Concepts and Values of Christian Neighbors, to serve both internal and external customers.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty.

To apply send cover letter explaining why you would be the best person for this position and your resume to tshaler@christianneighbors.org by March 17, 2022.

www.christianneighbors.org

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