

SHALOM CENTER

JOB DESCRIPTION

Position: Food Program Director (Non-exempt/Salaried)
Department: Administration
Reports to: Executive Director
Salary Range: Based on experience

JOB SUMMARY: This position oversees the Food Pantry and Soup Kitchen programs and participates in administrative functions of the organization as necessary.

JOB DUTIES AND RESPONSIBILITIES:

- Manage all facets of both the Food Pantry and Soup Kitchen programs.
- Oversee the warehouse and distribution of food in the food pantry and the soup kitchen.
- Work with community partners, distributors, etc., to increase visibility and food supply.
- Establish an environment that promotes well-being, supports individual human dignity, and fosters independence.
- Hire, train, supervise, evaluate staff, and maintain appropriate personnel records.
- Oversight, develop, and implementations of programs and services.
- Coordinate daily workflow across all programs.
- Develop and achieve program outcome measures and service goals.
- Maintain participant documentation.
- Assist in yearly budget development.
- Assist with grant writing, reporting, and administration.
- Maintain memberships and affiliations with committees, councils, coalitions, etc., that pertain to program services on the city, county, and state levels.
- Network and collaborate with adjunct staff and partner agencies in assisting those participating in programs.
- Facilitate and attend program staff and board/committee meetings when requested.
- Participate in public relations and fundraising events/projects.
- Participate in all staff meetings, in-services, training, workshops, etc.
- Keep current on any laws or government regulations that affect the programs.
- Adhere to all Shalom Center guidelines, policies, and procedures.
- Assisted in the food pantry where needed.
- Other responsibilities, tasks, and duties as assigned.

QUALIFICATIONS:

1. Comprehensive knowledge and understanding of the low-income community members.
2. Bi-lingual (Spanish, both writing and speaking) preferred
3. Demonstrated critical thinking, problem-solving, and decision-making skills.
4. Ability to work in a team atmosphere, be flexible, exhibit a professional demeanor, and maintain a positive attitude.
5. Strong organizational and supervisory skills.
6. Excellent written and oral communication skills.
7. Familiarity with computer operation.
8. Skilled in Microsoft Office Word, Excel, and other computer software applications.
9. Values professional development and training.
10. Valid driver's license and access to a vehicle for use on the job.

EDUCATION & WORK EXPERIENCE

1. Bachelor's degree in public health nutrition or nutrition management, related field, or equivalent work experience preferred. An equivalent combination of experience and education that would provide the required knowledge and abilities may be considered.
2. 1-3 years of experience in community development or program management.
3. Safe food handling certificate preferred or willing to obtain within 90 days of hire
4. OSHA 10 and Forklift Certification preferred or willing to obtain within 90 days of hire
5. 2 or more years of supervisory experience preferred.

Equal Opportunity Employer: The Shalom Center strongly believes in diversity and welcomes applicants regardless of race, color, creed, religion, gender, sexual orientation, national origin, ancestry, citizenship status, or disability.