



FOOD FOR LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Senior Food Programs Manager

RESPONSIBLE TO: Programs and Services Director

HRS PER WEEK: 40 hours/week: Monday – Friday

CLASS: Exempt

SALARY: \$55,000 - \$60,000 DOE

BENEFITS:

SUMMARY OF POSITION: Responsible for successful leadership and administrative management of food programs and staff with a focus on alleviating senior hunger [Meals on Wheels, Senior Grocery, Kibble on Wheels]. Ensures the delivery of quality programs according to all relevant policies, guidelines, procedures, and contracts. Leads program development and evaluation. Responsible for recruitment, training, hiring, retention, and recognition of staff and volunteers; budget development and expense control; required program reporting and compliance; and program outreach and promotion in the community. Requires filling in for meal delivery and grocery delivery on an ongoing basis. The ideal candidate will have a willingness to pitch in and help wherever needed.

PRIMARY TASKS & RESPONSIBILITIES:

Overall Program Leadership

- Develop, implement, and evaluate all aspects of FFLC's senior food programs
- Foster an inclusive and safe environment for volunteers and participants
- Participate in strategic and long-range program planning and evaluation
- Develop annual program goals and objectives
- Directly supervise the fiscal, case management, administrative, and food preparation, and responsibilities of staff
- Accurately track and submit monthly and annual billing, reports of impact and statistics
- Negotiate and manage multiple federal, state and local contracts
- Maintain membership in state and national Meals on Wheels Associations
- Participate in program visioning, planning, budgeting, tracking and reporting

Supervision and Management

- Oversee recruitment, hiring, training, retention, evaluation, and recognition of program staff and 100+ volunteers
- Develop and support a collaborative, positive team environment
- Evaluate performance, coach employees towards the achievement of work plan objectives, program outcomes, and goals
- Meet regularly with Senior Food programs staff to give guidance and direction, addressing problems as they arise.
- Check in regularly with Programs & Services Director to report problems and resolve issues

- Ensure documentation and training materials exist and are regularly updated for Senior Food roles

Budget and Fiscal Responsibility

- Create and administer annual program budgets
- Monitor expenses and ensure that programs operate within budget
- Monitor multiple and complex funding streams
- Compile and submit all monthly billings, claims, and financial reports required by multiple funding streams
- Work in conjunction with Senior & Disability Services on fundraising campaigns for Meals on Wheels
- Participate in grant writing, reporting and other fundraising/donor acknowledgment efforts in collaboration with Development staff
- Solicit in-kind donations as needed

Volunteer Management

- Maximize program impact through efficient use of volunteer scheduling
- Create strategies and support for long-term volunteer retention
- Maintain comprehensive volunteer records
- Ensure volunteers receive staff support, training, and clear communication
- Develop and participate in volunteer appreciation and recognition activities

Education and Outreach

- Oversee and provide outreach within the community, including presentations at conferences, workshops, community groups, board and committee meetings.
- Maintain strong community partnerships
- Serve as a link between FFLC and other organizations to stay well-informed of best practices and innovative ideas as it relates to senior nutrition
- Attend and serve on community coalitions and groups related to senior hunger and related issues

Program Management and Compliance

- Ensure FOOD for Lane County's compliance to contractual guidelines and procedures of all programs supervised
- Adhere to all applicable federal, state, and Oregon Food Bank regulations regarding food safety, storage, and handling
- Maintain accurate and updated program files
- Maintain a strong positive relationship with Senior and Disability Services
- Design, update, administer and analyze annual client satisfaction survey
- Maintain and update Performance Measures/Logic Models
- Implement and maintain effective database usage
- Coordinate purchasing and repackaging pet food for "Kibble on Wheels"

SECONDARY TASKS

- Cross train in each Senior Food program role in order to fill in, support, and train as needed. Including client assessment, case management, meal delivery, grocery delivery, kitchen management, food service and other daily tasks on an ongoing basis

OTHER TASKS & RESPONSIBILITIES:

- Represent FOOD for Lane County with knowledge and respect
- Attend monthly all-staff meetings, Programs & Services Team meetings, and other meetings as appropriate
- Perform other tasks as requested by supervisor

SKILLS AND QUALIFICATIONS:

- Strong management and administrative skills gained through a minimum of two years in program leadership preferred
- Skills and experience supervising employees and volunteers
- Demonstrated ability to prepare program budgets and monitor expenses, especially with complex and multiple funding streams and mechanisms
- Computer proficiency, especially with Microsoft Office suite of programs
- Ability to collect, compile, analyze, and disseminate data and statistics
- Experience working with programs that serve low-income, diverse and multicultural clients
- Ability to learn and absorb contractual requirements
- Exceptional organizational skills
- Ability to work in an open office environment with noise and interruptions
- Actively demonstrate FFLC's values of compassion, inclusion and collaboration

REQUIREMENTS:

- Experience in social services, nonprofit management, or related field
- Supervisory experience
- Possess a current Food Handler's Card and Serv-Safe Manager certification, or ability to obtain required certifications within six months of hire
- Safe driving record, valid Oregon driver's license, current vehicle insurance and ability to use personal vehicle for FFLC business and qualify for insurance coverage with FOOD For Lane County's carriers (mileage reimbursement provided for personal vehicle use)
- All offers for employment are contingent on a satisfactory background check

WORK ENVIRONMENT:

- This work is performed in a variety of both indoor (office, warehouse, industrial freezer, client's home), outdoor, and vehicle settings
- This work is performed year-round and requires the ability to withstand extreme temperatures, hot and cold

PHYSICAL DEMANDS:

- Ability to safely lift 50 pounds repetitively and stand for long periods

- Physical ability to manage stairs, walk to seniors’ residences, and enter and exit your vehicle up to 25 times in a two-hour period
- Ability to safely work in a warehouse setting with lifting, bending, twisting, reaching, walking, carrying, as well as pushing and pulling carts, moving pallets, and transporting food and carts in and out of industrial freezers
- Ability to safely work in an office setting sitting, typing, computer work, etc.

NOTE: Job descriptions are not intended to be and should not be construed as exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of principal job elements essential for making fair pay decisions about jobs.

Reasonable Accommodations: Food for Lane County, complies with federal, state, and local laws regarding reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Sue Slaughter-Nichols, HR Director, 541-343-2822 x 149, sslaughternichols@foodforlanecounty.org

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, marital status, genetic information, veteran status, diverse ability, or any other characteristic protected under local, state or federal law.

I have read the position description and acknowledge my understanding of the duties and responsibilities in the job description.

Employee Signature:

Date:

Manager Approval:

Date:

HR Director:

Date: