

The Community Market

Foodbank Supervisor Job Description

Salary Range: \$45,000-\$55,000 salary + benefits

40+ Hours/Week, Year Round

As part of the Community Market team, the Foodbank Supervisor plays an essential role in the Community Market as a whole. Under the direct supervision of the Food Systems Director, the Foodbank Supervisor is responsible for the coordination of daily warehouse and market operations including managing all staff schedules, execution of grocery rescue programs, receiving and distribution, instituting best practices, ensuring food safety and proper food storage, providing excellent customer service to food bank clients, and supporting staff and volunteers with the resources needed to complete their jobs safely and effectively.

Supervisors: Food Systems Director

Supervises: Warehouse, Market Staff & Volunteers as needed to accomplish all assignments.

Job Duties and Responsibilities to this Position:

- Supervise, motivate and guide Warehouse & Market Staff of 8-10 bilingual employees
- Coordinate all aspects of inventory for warehouse food and supplies, in coordination with Director
- Coordinate execution of grocery rescue program, in coordination with Director and Partnership Coordinator
- Scheduling staff, managing staff & volunteers schedule in coordination with the Volunteer Coordinator
- Ensure excellent customer service is being provided by the Market Staff
- Create and keep a daily task schedule running for the staff
- Coordinate volunteer staff for proper coverage of warehouse operations including scheduling and training; in coordination with the Volunteer Coordinator and Director
- Maintain warehouse equipment, ensuring regular maintenance or repairs are completed
- Coordinate weekly ordering of fresh and shelf stable food.
- Keep track of and on top of necessary paperwork including but not limited to inventories, receipts & internal data collection systems.
- Maintain weekly inventory of fresh, frozen and dry goods, rotate stock, ensure proper storage and request food orders as necessary
- Maintain vehicle maintenance and mileage logs, reporting any work required to the Director and arranging for service as needed, in coordination with key staff.
- Maintain facility logs, reporting any inconsistencies to supervisor and ensure that all required checks, maintenance and cleaning are done
- Ensure that Food Safety & Sanitation is monitored and maintained.

General Duties and Responsibilities:

As a part of the Community Market team, all employees play an essential role and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities
- Ability to work as and be a part of creating a team and a “Team Environment”
- Accomplish all work activities in a safe and timely manner within assigned time frames

Minimum Qualifications:

- Meet all federal/state licensing requirements and/or program requirements necessary for this position:
- SERVSafe safe food handler’s certification (may acquire on the job),
- Possess a valid Colorado driver’s license, insurance, and provide a current DMV driving record printout annually.
- Graduation from high school or GED
- Experience with supervising and building a team of 5-7 people
- Basic computer skills including spreadsheets, database, and word processing; google docs, forms and general internet fluency
- Have dependable transportation
- Ability to lift 50+ pounds regularly

Desired Qualifications:

- Bilingual in English and Spanish with excellent communication skills
- Previous experience in warehouse and/or food service management
- Knowledge of Eagle County resources