

## **Operations Manager**

**Pay Range:** From \$24 per hour | **Part-Time (20-25 hours/week)**

### **Position Overview:**

The Operations Manager oversees food donation and volunteer programs, pantry maintenance, and daily operations at Lamoille Community Food Share (LCFS), a non-profit focused on hunger relief in Lamoille County.

### **Key Responsibilities:**

- **Food & Inventory Management:**
  - Order, receive, distribute, and track food donations.
  - Ensure pantry and storage areas meet food safety standards.
  - Ensure compliance with operational budgets.
- **Data & Reporting:**
  - Maintain client visit records, temperature logs, and MealConnect logs.
  - Submit monthly Board Reports.
  - Support the Program Manager to set program goals, track progress, and evaluate outcomes.
- **Volunteer & Staff Management:**
  - Recruit, train, schedule, and supervise volunteers and support staff.
  - Oversee volunteer program and monthly volunteer schedule.
- **Community & Vendor Relations:**
  - Cultivate partnerships with local food vendors, the Vermont Foodbank, and other suppliers.
  - Oversee the volunteer program, Thanksgiving food drive, and other local food drives.
- **Customer Service:**
  - Assist neighbors and ensure smooth registration and food access.
  - Foster a collaborative and professional work environment, encouraging staff development and high performance.
  - Be responsive to calls, emails, and drop-ins from community members and vendors.
- **Operations & Maintenance:**
  - Maintain cleanliness and safety of pantry and storage areas
  - Manage vehicle and equipment upkeep.
- **Other Functions:**
  - Perform other tasks as assigned by the Board of Directors.
  - Positively contribute to an organizational culture of safe and secure food handling, warehousing and distribution.

### **Qualifications:**

- Strong organizational and leadership skills.
- Experience with food programs, volunteer management, and community outreach.
- Ability to maintain accurate records and manage multiple tasks.
- Ability to work effectively with a diverse group of people, including staff, volunteers, and community members.
- Basic computer proficiency.
- Clean driving record.
- Able to safely lift 40 lbs.

### **Benefits:**

- 50 hours paid time off annually
- 8 paid holidays annually
- Opportunity to impact the local community
- Reports directly to the LCFS Board of Directors

This position offers an opportunity to make a direct impact on the local community while co-leading a passionate team in advancing LCFS's mission to combat hunger.