



FOOD BANK MANAGER

The Food Bank manager plans, organizes and monitors food acquisition, storage, and distribution at Eloise Cooking Pot Food Bank site. Recommends a Food Bank budget, prepares grant proposals, and plans fund raising activities and public relations efforts to enhance public awareness of hunger. Supervises Food Bank volunteers.

Responsibilities, includes but does not limit to:

- Provides oversight to volunteer and supervision to staff engaged in reviewing applications and determining eligibility of applicants for emergency food assistance, providing information to callers regarding policies, procedures, and eligibility requirements of the program, working with pantries regarding referrals, and completing and maintaining forms and reports associated with the work.
- Manages the acquisition and distribution of food including evaluating inventory choices, cost comparisons on food products, and processing weekly distribution to partners.
- Arranges for food pick up or delivery, approves food invoices for payment, and maintains records of food distributed and dollars spent on food distribution.
- Assesses needs and develops a proposed budget and proposals for funding.
- Maintains records and prepares reports.
- Determines client eligibility and makes the appropriate referrals.
- Implement client eligibility guidelines.

Qualifications:

- Possession of a Bachelor's Degree in Community Services or a related field or has at least two years of management experience.
- Lifting files, boxes, and food items.
- Bending and reaching to load food into cars and other vehicles.
- Ability to lift 50 pounds
- Two years of experience within related programs. The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.



Benefits: \$18-25 an hour DOE. Medical, Dental, vision, 2 week vacation, sick time, 403 retirement, 15 holidays, bonuses, uber and cell phone credit. Must have flexible schedule and be available up to 40 hours a week. Must have a valid driver's license and be insurance and able to pass a drug test. Previous experience is a plus. Please provide a cover letter outlining work experience and wage preference. This job is a FULL TIME, EXEMPT Position. Please submit a cover letter, resume, and wage requirements to Ahndrea@themadfseattle.org.

Eloise Cooking Pot Food Bank is a program of making a Difference Foundation. MADF is an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. To learn more about the organization please visit www.themadf.org.