



## Operations Coordinator

<b>Job Title:</b>	Operations Coordinator	<b>Position Type:</b>	Part-time, 15 hours per week
<b>Location:</b>	Waconia, MN	<b>HR Contact:</b>	Angie Cruzen
<b>Compensation:</b> Hourly		<b>Reports To:</b> Executive Director	

### Job Description

#### POSITION PURPOSE

The Operations Coordinator represents Gather and Grow with kindness and professionalism. Position is responsible for overseeing the physical operations of getting food in and out of the food shelf. This includes ordering food, overseeing deliveries and food rescue programs, communicating with volunteers and partners, and overseeing client and volunteer programs.

#### SCHEDULE

Weekdays: Monday - Friday 9:00am-12:00pm, Except on food delivery days. There is some flexibility with the schedule.

#### ROLE AND RESPONSIBILITIES

- Demonstrate commitment to the agency's mission and core values. Always maintain confidentiality of all shoppers and operations within the food shelf.
- Manage the day to day operations of the food shelf.
- Oversee perishable and non-perishable food sourcing and ordering for purchased food, retail rescue food deliveries and pick-up's, inventory oversight and stockroom coordination.
- Ensure that an appropriate variety and quantity of food, personal care, and household items are in stock
- Work with Gather and Grow leadership to identify areas of opportunity for community outreach and engagement to benefit individuals, youth and families. May include attending various community events on behalf of the food shelf.
- Attend and actively participate in regularly scheduled team meetings.
- Compile monthly and annual statistics and submit them monthly to Second Harvest. Can have a volunteer complete tasks.
- Ensure ongoing certification for SuperShelf food stocking standards.
- Work with the Executive Director in organizing and acting as point person for community food drives and donations, communicating food needs and actively seeking donations.
- Manage Food Rescue volunteer program including schedule and training.
- Manage Shelf Organizer volunteer program schedule and training.
  - Manage the Food Order Delivery volunteer program including schedule and training.
- Comply with federal regulations set forth by TEFAP, food recalls, safe food handling and civil rights training.
- Ensure cleaning standards are always met. Includes being a contact person for Pest Control company. Learn about pests if infestation occurs.
- Manage any building maintenance needs to keep the building operating fully.
- Ensures equipment and tech systems (freezer and fridges) are operating properly.

- Able to familiarize with computer systems and processes.
- Performs other duties needed by the Executive Director and Board of Directors.
  - Manage online order volunteers including scheduling, training, and an fulfillment of all online grocery orders.

*Some of the other duties:*

- Oversee and provide tasks for the high school kids from the transitions program every Thursday during the school year
- Assist with Mobile Delivery program by transferring all mobile online orders to paper forms and complete any day of tasks as needed.
- Manage the food for summer kids bags, camp bags, and weekend meal bags for the Middle School and High School.
- Coordinate volunteers to deliver meal bags to the High School and Middle School each Friday - Waconia.
- Pick up special food orders at various grocery stores as needed.
- Keep overstock of food in an organized manner
- Oversee church youth volunteers throughout the year that assist during continual periods helping with various programs throughout the year.
- Pick up mail from Post Office and Check Outdoor Donation Box as needed
- Attend Second Harvest Zoom meetings the 4th Thursday of each month

**EDUCATION AND EXPERIENCE:**

- Two years of experience in managing service centric operations.
- Possess a servant heart with a desire to positively impact our community.
- Bilingual (Spanish language) preferred.
- Valid U.S. driver's license.

**QUALIFICATIONS/PREFERENCES:**

- Authorization for employment in the U.S.
- Strong Interpersonal skills when dealing with clients, coworkers, volunteers, and management. ● Strong organizational skills and ability to multitask.
- Computer, word processing, and data entry skills.
- Self-Motivated, proactive and takes initiative to solve problems.
- Ability to handle occasional stressful situations when dealing with clients or volunteers. ● Must be able to support and contribute to team goals.
- Experience working with volunteers.
- Supervisory experience and knowledge of community resources.

**WORK ENVIRONMENT / PHYSICAL DEMANDS: REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.**

- Frequent lifting and carrying up to 50 pounds; frequent walking, reaching, pushing, pulling, kneeling, squatting, bending, standing, and sitting.
- Ability to enter the cooler, and freezer thereby being subjected to cold temperatures for extended periods of time.
- Work environment of varying temperatures (retail/warehouse/office environments) and frequent exposure to outdoor elements during donations drop-offs and retail pick-ups. Frequent work in a warehouse with shelves and storage equipment. Some office and desk work.

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**ABOUT GATHER AND GROW FOOD SHELF & CONNECTION CENTER**

Gather and Grow Food Shelf provides emergency food to families and individuals living inside Carvery, Wright, Sibley, and McLeod counties and anyone living inside the Waconia school district boundaries that are experiencing food insecurity. The food shelf welcomes shoppers to shop twice per month for their grocery needs. Gather and Grow Food Shelf will also make referrals to other agencies for additional services.

Gather and Grow Food Shelf is a non-profit community connection center and is supported by local churches, organizations, businesses and individuals. Our heartfelt mission is to provide fresh food, high-quality groceries and supportive services to our great community.