



# **SLO** **FOOD BANK**

**County Partnership for Hunger Relief**

**Position Title:** Food Rescue Programs Manager  
**Reports to:** Operations Director  
**Job Classification:** Full-time, Exempt

## **Summary**

The Food Rescue Programs Manager is responsible for overseeing the full operations of the SLO Food Bank's food rescue programs. These programs include GleanSLO, Grocery Rescue, Agency Direct Rescues (ADRs), and other upcoming forms of food rescue. The Food Rescue Programs Manager supervises the GleanSLO Coordinator and GleanSLO Harvest Leader/Driver. This is a full-time position that reports directly to the Operations Director.

## **Principle Duties & Responsibilities**

- Maintain healthy, proactive relationships with all staff to facilitate an inclusive culture, effective communications, and solution-focused collaboration.
- Work closely with the GleanSLO Coordinator, Warehouse Manager, and Receiving and Inventory Manager to ensure successful sourcing, storage, and distribution of rescued food.
- Manage all activities associated with food rescue; including GleanSLO, Grocery Rescue- both for SLO Food Bank-direct and ADRs, and other upcoming forms of food rescue.
- Provide direction and oversight to GleanSLO Coordinator as they facilitate the day-to-day operations of the program, as well as assist them in the development of the annual plan for GleanSLO program.
- Collaborate with local waste management organizations to develop strategies to combat food waste in the county.
- Act as main SLO Food Bank representative for collaboration with jurisdiction(s) regarding SB1383 implementation.



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- Participate in and facilitate regular meetings with key partners in SB1383 enforcement and execution.
- Lead the effort to develop strategies and options to maximize the benefits of SB1383 for our mission.
- Serve as a spokesperson for the SLO Food Bank for all food rescue endeavors for both internal and external communications.
- Oversee all reporting, data entry, and compliance for Food Rescue Programs.
- Other duties and responsibilities as assigned by the Operations Director.

### Qualifications

- Passion for SLO Food Bank Mission.
- Strong desire to compassionately serve struggling members of our community.
- Drive to combat food waste in our county.
- Demonstrate proficiency at teamwork and collaboration.
- Excellent presentation and communication skills with the ability to clearly present information to staff, executive management, and the GleanSLO Steering Committee.
- A good listener who actively seeks opinions of others to make informed decisions.
- Ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities.
- Excellent decision making and organizational skills.
- Proficient computer skills including systems for: food rescue, inventory management, gleaning management; and general office programs including the Microsoft 365 Suite.
- Ability to work in a busy office with constant interruptions, as well as time in the field or in the warehouse.
- Ability to handle confidential information with a high level of discretion.
- High level of interpersonal skills and knowledge of how to work effectively and professionally with co-workers, external supporters, and clients.



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## Distinguishing Characteristics

- *Teamwork:* Contributes harmoniously as member of the SLO Food Bank team.
- *Compassion:* Genuinely cares about provide caring services to people in need. Is kind to all.
- *Embraces Diversity:* Gives respect to all people at all times without exception.
- *Hard Working:* Is a self-starter, completes tasks, and is dependable.
- *Mentor/Coach:* Seeks opportunities to develop the potential of all staff in a comfortable, mission, and values driven manner.

## Requirements

- Must be 18 years of age or older.
- Must possess a valid Driver's License, clean driving record, proof of insurance.
- Reliable transportation to work.
- Bachelor's degree from an accredited college or university, or at least 3 years relevant experience.
- Non-profit, food bank, or food rescue experience is preferred but not required.

## Salary Range

- \$62,400, plus benefits
- 401K with 50% match by the organization up to a set limit.

## Work Conditions and Physical Demands

Work conditions and physical demands may include:

- The ability to stand for extended periods of time; the ability to see details at close range (within a few feet of the observer); to lift, carry, and load up to 50 pounds.
- Must be able to bend, stoop, climb, and crouch repeatedly throughout the day.
- Long-term standing, walking and kneeling required.
- Extended periods of time operating a computer.



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- Must be capable of spending extended periods of time entering data into a database; however, with the potential for frequent interruptions.
- Variable work environment: work is conducted both indoors and outdoors with varying environmental conditions. Indoor facilities kept at cold temperatures, so warm clothing is required. Noise level varies from quiet office environment to very noisy warehouse. Exhaust and dust may be present in the warehouse receiving area.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Equal Opportunity Employer

The Food Bank Coalition of San Luis Obispo County is an at-will, equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.