



Care and Share Food Bank for Southern Colorado

Division/Department: 40-Agency Relations

Location: Colorado Springs

Job title: Agency Relations Manager

Reports to: Programs Director

Status:
Salary

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40hrs/week

- Exempt
- Nonexempt

Position Summary:

The Agency Relations Manager supervises the Agency Relations Coordinator and Agency and Programs Outreach Coordinator. This position is responsible for maintaining relationships with agencies, ensuring compliance, and conducting site monitors. In addition, the Agency Relations Manager oversees food safety for agencies and employees as well as the management of the mobile food pantry program.

Duties and Responsibilities:

Agency Relations:

- Serve as a resource and liaison between Care and Share Food Bank and partner agencies
- Perform on-site agency monitoring visits once every two years to ensure safe food handling practices, compliance with Care and Share Food Bank policies, and the Agency Agreement
- Maintain on-going communication with all partner agencies through in-person visits, e-mail, and telephone calls
- Work with the Programs Director to develop strategies to recruit new and retain existing partner agencies
- Ensure partner agency electronic/hard copy records, files, databases, etc. are maintained and up to date with accurate information
- Collect agency statistics, ensure agency reporting, and maintain Access database with this information
- Annually review all agency documents (i.e. agency agreement, monitoring forms, food safety guidelines, etc...)and compare them with current requirements from Feeding America, federal and state regulatory agencies, and other industry best practices; Update documents as needed
- Lead monthly Shopper Orientation in the event Agency Relations Coordinator is unable to do so
- Provide training and assistance to partner agencies to increase their capacity to provide food to hungry people
- Supervise the Agency Relations Coordinator and Agency and Programs Outreach Coordinator Positions
- Evaluate staff to ensure job objectives, strategic plan goals, and Within Reach goals are being met

Food Safety:

- Manage Food Safety Training and ServSafe® certification for Care and Share staff
- Ensure that member agencies are properly trained in the fundamentals of food safety and ensure copies of their training certifications are maintained in agency files
- Facilitate monthly food safety training for Care and Share staff and maintain records of their attendance
- Calibrate temperature guns monthly and document results for Agency Relations and Programs
- Ensure all food safety recall announcements are forwarded to the Communications Director for posting on the Care and Share website

Mobile Food Pantries:

- Collect and record statistics for all mobile food pantries and maintain in a spreadsheet
- Observe/monitor mobile pantries periodically to ensure proper procedures are followed
- Train new mobile food pantry sites in proper procedures to run the pantry

Work experience requirements:

Minimum Requirements:

- Bachelor's Degree or equivalent experience
- 2 – 3 years management experience
- Clean driving record and background check
- A working vehicle, valid CO driver's license, and minimum insurance levels (\$100,000/\$300,000/\$100,000 liability coverage)
- Travel required

Knowledge, Skills, Abilities:

- Food Safety Manager Certified or the ability to get certified
- Ability to lift 25 lbs., bend, reach, climb stairs, and sit or stand for long periods of time
- Proficiency in Outlook, Word, Excel, Power Point, and the internet
- Ability to work professionally with a diverse constituent base
- Present a professional appearance and demeanor
- Excellent organization skills, attention to detail; ability to prioritize and manage multiple tasks
- Commitment to the mission of Care and Share

Submit cover letter and resume to Jennifer Mariano, Programs Director jennifer@careandshare.org

Deadline to Apply: 7/28/2017 by 5 pm