



Care and Share Food Bank for Southern Colorado

Division/Department: 50-Programs

Location: Pueblo

Job title: Sunny Side Market Manager

Reports to: Direct Services Manager

Status:
Hourly

Type of position:
 Full-time
 Part-time
 Contractor
 Intern

Hours: 40 hrs/week
 Exempt
 Nonexempt

Position Summary:

The Market Manager will oversee the direct outreach effort that takes place at Sunny Side Market in Pueblo, owned and operated by Care and Share Food Bank. As the Market Manager you will oversee the direct distribution and outreach taking place out of the facility to serve the Pueblo community and will ensure proper compliance with all maintenance, repairs and equipment contained within the facility. In addition, as the Market Manager, you will direct and oversee all volunteers that will support the daily functions of distributing food. It's important to note, the hours of the market will be flexible and varying to the needs of the community; therefore, the Market Manager may work nights and weekends.

Duties and Responsibilities:

- Ensure Market is organized, well stocked and inventoried, while securing necessary items from the Distribution Center.
- Supervise, coordinate and train volunteers and ensure exceptional volunteer experience while working in the pantry.
- Provide excellent customer service to the neighbors served in the East Pueblo neighborhood. Commit to building community in the East Pueblo neighborhood by interacting with groups of people from the area and investing pride into building a reliable resource for those in neighbors in need.
- Develop and maintain proper goals, outcomes and outputs for the pantry and other programming.
- Responsible for accurate data collection, analysis and reporting.
- Manage Care and Share program facilitation within the Market to include but not limited to The Emergency Food Assistance Program and Commodity Supplemental Food Program.
- Operate a box truck or other vehicle as assigned to load and unload pallets of food at the Market.
- Maintain proper ServeSafe certification for food safety.
- Conduct regular inspections and personnel training to ensure adherence to established safety and sanitation guidelines as dictated by Feeding America, OSHA, State, County and/or city municipalities health departments, AIB, as well as those policies established by Care and Share.
- Maintain all equipment, logs and other materials for the programs and efficient operation of the pantry.
- Embody the six pillars of Direct Services—community, dignity, equity, empowerment, nourish, and access.
- Oversee health regulations, temperature logs including arranging a regular cleaning schedule of all food areas not limited to but including refrigerators, freezers, and pantry areas
- Develop and maintain record keeping systems to track any incoming in-kind donations and conduct inventory on product as needed.
- Submit monthly program counts and reports to appropriate staff for inclusion in board reports, grant reports and other reports.
- Create and operate within the program(s) budget, submit invoices for payments in a timely manner and document all products/services to be booked for in-kind purposes
- Ensure pantry will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or

expression, unfavorable discharge from the military or status as a protected veteran

Work experience requirements:

- Ability to work independently with minimal supervision
- Food Safety Certified or the ability to become certified
- Ability to lift 45 lbs., bend, reach, climb stairs, and sit or stand for long periods of time
- Proficiency in Outlook, Word, Excel, Access, Power Point, and the internet. Experience with inventory software desired
- Ability to interact effectively in the community and at multiple levels within organizations, especially those serving culturally and economically diverse communities
- Strong verbal and written communication skills
- Demonstrated ability to organize, prioritize, problem-solve, be flexible, and work under pressure
- Solid facilitation, capacity building, and training skills
- Strong organizational skills, including ability to manage and prioritize multiple projects and tasks simultaneously in a high-energy, fast-paced environment.
- Demonstrated ability to cultivate relationships with staff, leadership, volunteers and supporters of culturally and economically diverse community and/or faith-based organizations and coalitions
- A working vehicle, valid CO driver's license, and minimum insurance levels (\$100,000/\$300,000/\$100,000 liability coverage). • Commitment to the mission of Care and Share
- Preferred bi-lingual (Spanish)

Additional Information:

- Pay: \$17-\$19 per hour
- Benefits Include: Medical, Dental, Vision, Life/Disability Insurance, PTO, 401k match

Care and Share is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation or any other status protected by applicable state or local law.

Reviewed by:

Date:

Employee Signature:

Date:

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.