Program Manager: Nutrition On The GO
Full-time, At-will, 40 hours/week, some weekends and evenings
Salary: $62,000-65,220

ORGANIZATIONAL DESCRIPTION
FoodLink for Tulare County has been the local, independent food bank for over 40 years. Every year, FoodLink distributes millions of meals to over 70 food pantries, schools, and organizations throughout Tulare County, providing food to seniors, children, individuals, and families in need. In addition, FoodLink’s diverse programs in nutrition education, food waste recovery, community empowerment, advocacy, and food systems change all work together towards a healthy and hunger-free Tulare County.

MISSION STATEMENT
FoodLink is committed to promoting equitable and dignified access to nutritious, healthy food while also addressing the root causes of hunger through education, advocacy, and food systems change.

ORGANIZATIONAL VALUES
Trust, Collaboration, Respect, Compassion, Food with Dignity.

POSITION SUMMARY
The Nugo Program Manager oversees the compliance and administrative obligations of the NUGO Nutrition On The Go Program. They work in collaboration with Program Managers and Warehouse Staff to manage the logistics and allocation of Nutrition on the Go distributions, maintain relationships with partners and report outcomes. The NUGO Program Manager reports to the Co-Executive Director.

ESSENTIAL DUTIES & RESPONSIBILITIES
  • MISSION AND LEADERSHIP
    o Ensure the organization carries out its mission, vision, and strategic plan.
    o Uphold the FoodLink values of trust, collaboration, respect, compassion, and food with dignity at all times and in all venues, including online.
    o Oversee programmatic implementation, rigorous program evaluation, and consistent quality.
    o Maintain financial and administrative structures and systems within the NUGO program; recommend timelines and resources needed to achieve the strategic goals.
    o Actively engage and energize volunteers, board members, event committees, partnering organizations, and funders.
    o Represent FoodLink in external relations by serving as the organization’s official representative on NUGO relations.
    o Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents.
  • OPERATIONAL & STAFF MANAGEMENT
    o Oversee and ensure proper coordination and execution of NUGO Program, maintaining proper written and electronic records associated with
the program to ensure compliance with rules of affiliated agencies and federal, state, and local regulations.

- Utilize Fishbowl inventory system and other tools to track and measure performance (poundage, clients served, etc), control assets and related costs, and ensure the proper management of food inventories.
- Collaborate with warehouse and program managers to schedule warehouse staff, deliveries, order fulfillment, and receipt of commodities.
- Prepare monthly inventory reports and other specialized reports as needed.
- Ensure cost & waste reduction, complete and on-time delivery, safety, client satisfaction, and site performance measures.
- Assure that the facilities are maintained to ensure a safe and clean working environment for employees and volunteers.
- Arrange the acceptance of products from national, regional, and local donors.
- Develop and maintain a positive work environment, communicating with all FoodLink team members and volunteers in a collaborative and respectful manner.
- Lead and maintain a just, equitable, anti-racist organizational culture in alignment with FoodLink’s values.
- Support staff development that continues to evolve the organizational structures of shared leadership, accountability, decision-making, and cooperative management.

**MARKETING AND COMMUNICATIONS**

- See that the Board is kept fully informed on the status of the NUGO Program.
- Communicate effectively and respectfully with community members and partners, being sensitive to vulnerable populations from different ethnic, racial, and cultural groups, and those from diverse backgrounds and lifestyles.

**BUDGET AND FINANCE**

- Works directly with administrative staff in tracking the NUGO Program budget.
- Ensure all of the organization’s fiscal responsibilities are met and the Board of Directors are provided with financial reports and information to make informed financial decisions in relation to the NUGO.
- Maintain and file program reimbursements with CDSS as needed to maintain program funding.

**BOARD RELATIONS**

- Assist the Board President in reporting for monthly agendas and materials for Board meetings.
- Provide monthly dashboard numbers for Board meetings.

**PROGRAMMATIC**

- Work closely with the Program Managers to plan and implement FoodLink’s programs.
- Development of existing programs to increase the output and efficiency in response to demand for various kinds of food assistance.
- Assist with yearly audits as needed.
- Other duties as assigned.

DESIRED QUALIFICATIONS & EXPERIENCE
• 18 years or older
• Bachelor’s degree in Business Administration, Logistics or Supply Chain Management preferred or commensurate distribution experience.
• Minimum of three (3) years management experience in distribution, operations or logistics.
• Knowledge of best practices in warehousing and distribution.
• Knowledge of OSHA regulations, food safety requirements, auditing requirements, and inspections.
• Valid California Class-C driver’s license and insurable driving record required.
• Strong analytical skills with a comprehensive understanding of key supply chain processes including inventory control and order processing.
• Management skills with particular emphasis on leadership, supervision, motivation, and communication.
• Strong attention to detail and time management skills.
• Self-starter who can make decisions and solve problems.
• Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances.
• Solid computer skills, and competency with G Suite, Microsoft Office, Fishbowl inventory systems, and other online applications.

OTHER SKILLS & QUALIFICATIONS
• Strong leadership skills
• Commitment to FoodLink’s core values of trust, collaboration, respect, compassion, and food with dignity.
• Ability to work and interact well with individuals (staff, volunteers, and community members) from a variety of socioeconomic backgrounds in a culturally diverse environment
• Maintains confidentiality and discretion of sensitive information
• Exhibits a strong work ethic, honesty, and integrity in all aspects of the position and in carrying out job duties
• Respectfully represents FoodLink in the community
• Detail-oriented, efficient, and organized
• Efficient record-keeping abilities
• Strong follow-through to complete daily tasks
• Flexible and helpful—able to change plans, identify needed work, and adjust tasks as needed to manage time effectively and efficiently
- Provides services with dignity, including services to coworkers and volunteers, customers, clients, and vendors without regard to race, creed, color, sex, or familial status
- Exhibits conscientiousness toward time, schedule, and resources available at FoodLink.

PHYSICAL DEMANDS
- Regularly required to stand, walk, reach, use hands
- Able to lift and carry up to 20 lbs
- Occasionally required to get in and out of trucks and drive
- Occasionally required to stoop, kneel, and crouch

POSITION DETAILS
- Salaried/Exempt
- Some weekends and evenings
- $62,000-65,220 annually
- Located in Exeter, Ca
- Reports to Executive Director
- Health, dental, vision benefits, retirement, life insurance, sick leave, and vacation after 6 months

FoodLink for Tulare County is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, housing status, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. Additionally, we will not discriminate against any employee, volunteer, or client engaging in civil rights activities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

Certification:
By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask and have received answers to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at his/her discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:

I certify that I am fully qualified to perform the position described and can, with or without accommodation, perform the essential functions of the position. I also understand that employment
with the Organization is considered "at-will". As an at-will employee, neither I nor the Organization is committed to continuing the employment relationship for any specific term. Either I or the Organization may terminate the employment relationship at any time, with or without cause and with or without notice.

Employee Signature: ____________________________ Date: ________________

Executive Director Signature: ____________________________ Date: ________________