



Community Resource Center Food & Nutrition Program Manager

Community Resource Center (CRC), a 501(c) 3 non-profit organization, a recognized leader in social services in North San Diego County, is seeking a full time Food & Nutrition Program Manager.

Community Resource Center is funded by a wide variety of sources, including private sector grants, public donations, government contracts and income from our resale stores -- allowing CRC to serve more than 2,300 households annually. CRC benefits from a strong volunteer network, which allows us to leverage our revenues to allow significantly more services to be delivered.

Under the direction of the Chief Program Officer, the Food Services Program Manager plans, organizes, manages, supervises and performs a variety of functions and activities related to the delivery of food and nutritional services to CRC participants and partner organizations.

The Food Services Program Manager is responsible for developing, implementing and managing the quality and effective delivery of food assistance to CRC participants in accordance with the standards, policies, procedures and overall mission of the Community Resource Center (CRC). The Food Services Program Manager is responsible for the direct management of staff, interns, and volunteers related to all CRC Food Services.

ESSENTIAL FUNCTIONS

1. Provide strategic direction for all Food Services, including proposing new programs and services, through the development and maintenance of appropriate business plans.
2. Manage the planning and daily operations of CRC's Food Distribution Center(s), Food Sorting Center, food pickup programs (such as Fresh Rescue), food delivery programs, and food partner relationships. This includes food purchases, food inventory management, volunteer activities, staff management and supervision, coordination with Integrated Services and other CRC staff, and budget management.
3. Develop and ensure best management practices are employed for all food handling, required health regulations are met, and contractual obligations (e.g., Feeding San Diego requirements) are fully implemented and embedded in the daily operations of all food services
4. Together with Development staff and CRC senior management, solicit funds from a variety of donors to support the Food & Nutrition Services Program.
5. Together with the grant writer(s) and CRC senior management, review grant opportunities, provide needed input for grant applications, and prepare and present grant application presentations.
6. Ensure all food related contract mandates and outcomes are achieved. Oversee collection of program data and preparation of monthly, quarterly, and annual reports.
7. Effectively manage contacts with companies, agencies, individuals and community organizations (collectively, our "food partners") for local food drives to ensure the highest level of satisfaction of our food partners.
8. Develop, collect, analyze, and report relevant and accurate metrics, and use metrics to recommend and implement improvements to processes, procedures, policies, and other aspects of all parts of the Food Services Program.
9. Attend relevant mandatory trainings and meetings.
10. Provide sensitive and attentive oversight of volunteers as assigned. Work closely with Volunteer Manager to recruit, train, and effectively engage volunteers in all aspects of Food Services.
11. Plan, organize, direct, manage, integrate, and evaluate the performance of assigned staff, interns, and volunteers
12. Regularly monitor performance and provide coaching for performance improvement and development of assigned staff and interns



13. Recommend compensation and provide rewards to recognize performance of assigned staff, interns, and volunteers.
14. Engage with Feeding San Diego, the Jacobs and Cushman San Diego Food Bank and other food-related non-profits.
15. Purchase food items when needed.
16. Prepare recommendations for and manage approved the Food Service Program annual budget.
17. Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS INCLUDE:

- Social services software knowledge
 - Knowledge of data entry and management integrity
 - Strong computer skills
 - Strong organizational skills, able to multi-task
 - Detail oriented.
 - Excellent written and verbal communication skills.
 - Leadership and negotiation skills.
 - Personnel supervision skills
- Ability to handle difficult situations with poise

REQUIRED EDUCATION AND EXPERIENCE INCLUDE:

- Associate of Arts
- Two years' experience in social services or food-related service.
- Experience working in a social services environment for a multi-service agency preferred but not required.
- Preferred experience with Service Point, Efforts to Outcomes, Salesforce or similar client services databases
- Experience with logistics

This position will be listed until filled.

This position is subject to background checks including Department of Justice, and those required by Federal contracts.

CRC is an Equal Opportunity Employer