

# **Position Announcement: Interim Food Shelf Director**

Salary Range: \$60-70K annually. Benefits not currently available.

## **ABOUT GROVELAND EMERGENCY FOOD SHELF**

Groveland Emergency Food Shelf (Groveland) is a small nonprofit providing emergency groceries for those in need. Groveland serves more than 150,000 pounds of food to 4,000 clients per month at our Stevens Square location and via two outreach partnerships. The food shelf receives major support and governance from five faith communities, and counts on food donations from dozens of local grocery stores and bakeries.

Groveland's core values include respect for our client communities, waste reduction, and a client choice model. Groveland has grown over the past three years with increased financial support and food donations, with a two-fold increase in our clientele since 2019. We have an annual budget of \$400,000, 10 staff, 40 volunteers, and 10 board members. More information at <https://www.grovelandfoodshelf.org>.

## **POSITION OVERVIEW**

The Interim Food Shelf Director serves as primary face and voice of Groveland. They are hands-on in operating the food shelf and leading and inspiring Groveland's staff, board and stakeholders to advance our mission while upholding and promoting our values. They will ensure effective continuance of existing food programs. They will manage financial, operational, and human resource functions.

## **KEY RESPONSIBILITIES**

### **Management & Human Resources –**

- Create and sustain a healthy and equitable work and shopping environment
- Manage and develop a diverse staff and volunteer (personnel) team where everyone is valued and respected
- Recruit, interview and facilitate onboarding of new personnel as needed
- Develop and implement effective in-person and written communications with personnel, (Spanish translation support provided). Establish process for handling incoming phone calls throughout the day
- Develop and implement non-preferential policies and processes with personnel input
- Create and implement plan for cross-training key roles and for personnel development
- Create job descriptions for key roles with input from current personnel
- Enter payroll and guest visit statistics into Groveland data systems

### **Operations, Logistics and Facilities -**

- Develop and place food orders with input from staff
- Collaborate with Operations Manager to develop clear daily and weekly roles to reduce responsibility overlap

- Determine daily personnel levels, ensure they are ready to serve guests prior to each day's opening, help out and guide personnel throughout the shopping day as needed
- Delegate and lead by example daily post-close cleanup
- Facilitate weekly completion of food boxes for individual delivery and remote locations
- Develop understanding of food safety rules and regulations applicable to food shelves; explaining, recommending and implementing needed changes
- Represent Groveland at site visits from health department or other stakeholders
- Maintain regular contact with Food Rescue organizations
- Order and schedule maintenance of vehicle(s) and food shelf equipment

### **Grants**

- Complete, monitor and report to Board status of each grant application.
- Maintain relationships and submit required reporting to current granting organizations

### **Governance Board**

- Participate in Groveland Board of Director's meetings
- Engage and inform Board of Directors of successes and challenges around organizational and interim position goals
- Participate in and recommend adjustments to monthly/annual expense categories
- Monitor and report payroll, expense and/or guest visit statistics, anomalies / concerns to Groveland Board

### **QUALIFICATIONS**

- 2+ years' experience helping non-profits evolve into a mature organization
- Must commit to staying 12-18 months in the role
- Proven success in team building during time of change, working with diverse backgrounds and personalities
- Exhibit strong interpersonal and communication skills, with the ability to understand and inspire others through variety of communication modes.
- Experience developing meaningful job descriptions, staff and volunteer policies and procedures, and equitable pay structures
- Computer-literate – Excel, Word, PowerPoint, learn new software, data entry
- Expertise assessing and managing operational systems, including experience with facilities management
- Passion for Groveland's core values: client respect, waste reduction, and client choice
- Demonstrate authenticity and empathy

To apply send cover letter and resume to [director@grovelandfoodshelf.org](mailto:director@grovelandfoodshelf.org)