

## **OPERATIONS SUPPORT SPECIALIST**

### **JOB SUMMARY**

This full-time position supervises all daily activities of the product recovery area and all food box assembly activity, while supporting other daily Operations staff activities. This position reports directly to the Director of Operations.

The ideal candidate should be able to work effectively with volunteers to coordinate their training and engagement with product recovery and box assembly duties. Candidates should also have some familiarity with programmatic and logistical administration to properly harmonize the work of the various internal parties that interface with the work tasks supported by this position. This candidate must be capable of working in conjunction with many volunteer opportunities offered by the Food Bank, including frequent Saturday work shifts.

### **KEY RESPONSIBILITIES**

1. Learn all rules and regulations for product recovery as required by Feeding America and other regulatory bodies.
2. Supervise the assembly of all food boxes prepared by staff and volunteers for distribution by the Food Bank, including training of workers for those assembly tasks.
3. Must be able to assess competency and capabilities of volunteers available and assign job duties appropriately to achieve work objectives.
4. Ensure that the quality and quantity of product recovery operations comply with guidelines established by the Director of Operations.
5. Accurately submit required records and reports to the Director of Operations.
6. Ensure all policies, procedures, and safety regulations are enforced in all product recovery and food box assembly areas.
7. Ensure that inventory is available to assemble ample Senior Food boxes (CSFP activities) in the month prior to their distribution and make sure the USDA CSFP box menu is strictly followed in each box.
8. Implement scheduled and, as necessary, unscheduled cleanup activities for the product recovery and box assembly areas. Ensure all cleaning policies are followed daily.
9. Perform all duties usually performed by product recovery volunteer workers when such workers are not available.
10. Assist in the daily paperwork related to product that is distributed from the warehouse section of the Retail Store.
11. Collaborate with Program staff members to track orders and provide inventory for distribution via the Mobile Pantry.
12. Assist Director of Operations and Safety Trainer maintain AIB certification.
13. In the event of a disaster, join other employees in returning to work at the discretion of the President/CEO, once reasonable accommodations have been made for the employee's safety.
14. Perform other duties as assigned by supervisor.

Salary is dependent on experience and skill level. The Southeast Texas Food Bank is an equal opportunity employer.