

## Title: Food Bank Manager

### Purpose:

The purpose of this position is to ensure the effective and efficient operation of the food bank in order to provide food and other resources to individuals and families who are experiencing food insecurity. The food bank manager is responsible for overseeing all aspects of the food bank's operations, including food distribution, inventory management, community partnerships, and fundraising.

### Job Classification:

Level 2

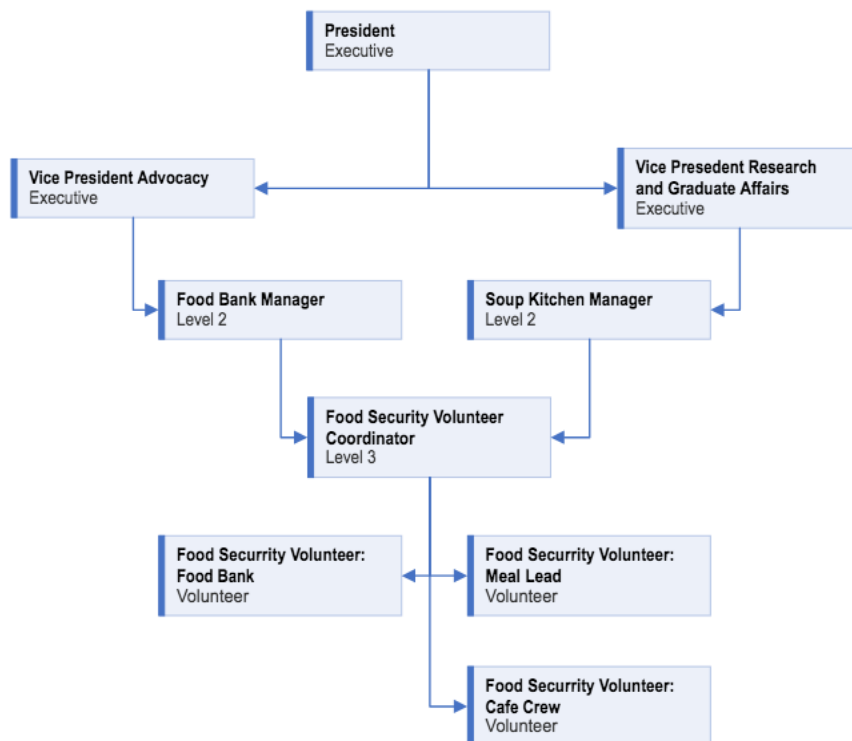
### Compensation:

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 14%.

This position is part-time, with a maximum of 15 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### Reporting and Supervision:

This position reports to the Vice President Advocacy, and co-supervises the Food Security Volunteer Coordinator with the Soup Kitchen Manager. This position provides shift supervision to Food Security Volunteers as needed.



## **Duties and Responsibilities:**

### *Essential Duties*

Oversee all aspects of the food bank's operations, including food distribution, inventory management, community partnerships, and compliance with food safety regulations.

Create and establish a schedule of operating hours for the foodbank, as well as the necessary staffing levels for each shift. Communicate this information to the Food Security Volunteer Coordinator so that they can properly schedule volunteers.

Develop and execute fundraising plans, in collaboration with MSVU Advancement Services, to ensure the food bank's sustainability and growth.

Manage food bank resources, including budget and inventory.

Cultivate and maintain relationships with partner organizations, including Feed Nova Scotia, and Second Harvest.

Prepare a task list for each shift of Food Security Volunteers who are working in the food bank.

### *Other Duties*

Raise awareness of the Food Bank among Mount students by creating and implementing promotional campaigns and initiatives that showcase the services and resources available.

Collaborate with different university departments on specific projects aimed at increasing awareness and knowledge about food insecurity and related issues.

Ensure that the Food Bank provides a safe and inclusive environment for all students and promote the practice of the 5 pillars of wellness across the campus community.

Plan and carrying out awareness campaigns that align with food-related observances recognized globally throughout the year.

Work with the VP Advocacy to integrate food bank data and observations into MSVUSU initiatives as needed

### *Key Responsibilities*

Maintain and keep required records related to food safety, occupational health and safety, and other relevant documentation, including but not limited to food inspections, temperature logs, training records, and incident reports, as required by law and relevant organizations.

Maintain confidentiality of client information and ensure appropriate use of the Link-to-Feed client registration system.

Ensure that the food security space is maintained in good condition and is presentable at all times, including how to present the products available to clients.

Work collaboratively with the Soup Kitchen Manager to ensure that excess food supplies are used effectively in meals, and that the food security space is shared appropriately. Also, collaborate in supervising the Food Security Volunteer Coordinator as needed.

Immediately report any maintenance requests related to the facilities, including pest removal, to ensure timely resolution and minimize disruptions to food bank operations. In case of equipment failures, report them promptly to the appropriate person for repair or replacement.

Ensure all food bank standard operating procedures are maintained and available in the Food Bank at all times.

#### *Governance and Service*

Attend monthly service managers meetings, and collaborate with other services on projects as appropriate.

Attend and actively engage in all Food Security Committee Meetings, and be willing to participate in other committees or working groups as needed.

Create service reports and submit them to the VP Advocacy as necessary, including before each Students' Representative Council meeting, and before the semi-annual and annual general meetings.

Assist in implementing the strategic plan by evaluating the food bank service and identifying areas that require improvement to meet the plan's objectives.

#### **Required Qualifications:**

##### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

##### *Experience*

At least 1 year of experience in non-profit management, food security, or a related field.

Experience in staff and volunteer management and supervision.

Hold or be able to acquire certifications in WHIMIS, First Aid, Mental-Health First Aid, and Advanced Food Safety.

##### *Knowledge, Skill and Abilities*

Knowledge of food bank operations, food safety regulations, and hunger relief programs.

Strong communication skills, both written and verbal.

Proficiency in using various software and technology tools, such as database management systems, office 365, and social media platforms.

Ability to analyze data and make data-driven decisions.

Strategic planning and organizational skills.

Knowledge of other MSVU and MSVUSU services available to students.

##### *Behavioural Competencies*

Passion for and commitment to addressing food insecurity and related issues.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and clients.

Adaptability and flexibility to respond to changing situations and priorities.

Integrity and ability to maintain confidentiality.

Strong leadership skills, including the ability to motivate and inspire a team and lead by example.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

**Preferred Qualifications:**

Bachelor's degree in a relevant field, such as business administration, applied human nutrition, non-profit leadership, social work, or public health.

Proven experience in fundraising and grant writing.

Experience in budget management, financial reporting, and program evaluation.

**Mental/Physical Effort and Working Conditions:**

The work environment can be noisy, fast-paced, and require standing for long periods of time. It may also involve working in a hot and humid environment, and handling sharp tools and equipment.

The job requires good physical stamina and the ability to perform physically demanding tasks, such as lifting heavy objects, bending, and twisting.

People in this role will be interacting with students experiencing food insecurity, who may themselves be experiencing high levels of stress. This can be stressful for those working in this position.