



OPERATIONS COORDINATOR – FULL TIME PERMANENT

The Operations Coordinator will report to the Executive Director. Our programs strive to overcome the direct barriers to accessing healthy food and emergency supplies, these barriers may include challenges such as: poverty, disability, homelessness, transportation, physical illness, and mental illness. As a result, this position will be of special interest to those who have a heart for helping people.

This is a full-time permanent position. The employee will work closely with the Volunteer Coordinator, Intake Coordinator and Delivery Coordinator. Stratford House of Blessing provides programs and services for all people in need, specifically all people regardless of race, religion, age, gender or ability who need help in our community.

FUNCTIONAL RESPONSIBILITIES:

- Organize and prioritize the storage and transition of food and goods within the building
- Obtain and establish food safety guidelines including Health Unit requirements
- Record weights, complete reporting requirements and track inventory
- Maintain a Policy Manual
- Be a liaison with grocery stores, local businesses, local farmers, and food bank network partners
- Order and purchase food and supplies as needed
- Organize and oversee annual food drives
- Prep food bank for and serve food bank clients as needed
- Oversee custodial duties to maintain a high standard of cleanliness, sanitation and safety
- Oversee general building maintenance, grounds upkeep and operations (locks, cleaning, light maintenance)
- Inspect vehicles, pick-up supplies, load and unload vehicles regularly
- Attend weekly staff meetings and other duties as assigned

QUALIFICATIONS:

- Two to three years of experience in a field relating to food banking and/or food distribution
- Ability to communicate effectively with participants, donors, volunteers and staff
- Experience working with volunteers is an asset
- A strong understanding of and ability to apply ethics and client-confidentiality
- Knowledge of Microsoft Office, particularly MS Word and Excel and Outlook
- Ability to maintain high standards (organization, attention to detail, maintaining documentation and spreadsheets)
- Flexibility to respond to changes in food programs
- Ability to work both independently as well as in a team environment
- Required to have a valid driver's license, auto insurance and be able to provide a clean driver's abstract
- Use of own vehicle and ability to drive company vehicles (cube truck and van) is required
- Provide a current criminal record check with vulnerable sector screening
- Ability and willingness to lift up to 50 pounds repetitively

CONDITIONS:

This is a full-time permanent position of 37.5 hours per week at \$20.00 per hour. Office hours are normally from 8:30 a.m. - 4:30 p.m. however, some evening and weekend events may occur. The employee will work in a professionally equipped office. Parking is provided. Travel around the city will be required.

Applications should be emailed to Theresa McMurray, Executive Director at director@shob.org. Applications must be received by Wednesday February 15, 2023. **Please include a cover letter of up to 500 words indicating your background, experience, and why you are interested in this position.** For more information about the Stratford House of Blessing, visit our website shob.org.

We look forward to receiving your application!
Successful applicants will be contacted for an interview.