



JOB DESCRIPTION

Position: Chief Operations Officer
Department: Operations
Type: Exempt
Reports to: President & Chief Executive Officer

About Food Share of Ventura County:

Food Share is Ventura County's largest hunger-relief organization feeding 75,000 people each month with a staff of 36 employees, 3000 volunteers and a budget of \$5.6 million to distribute 17 million pounds of food annually. The non-profit organization was founded 42 years ago and is an affiliate member of Feeding America and the California Association of Food Banks.

Food Share Culture:

Every day, a group of talented, passionate, committed, hard-working professionals come together to work on a common goal – to lead the fight against hunger in Ventura County. Specifically, our role is to improve the lives of those in need by providing fresh, nutritious food at no cost. Food Share's family of hunger-relief staff and volunteers work together with compassion, commitment and a shared belief that no one should go hungry in Ventura County.

Job Summary:

The Chief Operations Officer is responsible for strategically leading the management of acquiring, storing and distributing over 17 million pounds of food each year to feed the food insecure of Ventura County. Working closely with the CEO and leading the operations team, the COO is the driving force behind the critical role of all food and facilities-related aspects of Ventura County's food bank.

The Chief Operations Officer will identify and manage the needs of the organization to successfully execute Food Share's operations and capital priorities. Of key importance is the ability to be able to roll-up one's sleeves, dive-in, and produce results utilizing the existing infrastructure to meet current operations goals, while making time to strategically grow the overall effectiveness and depth of our efforts. Innovation, creativeness and growth are expected and highly encouraged.

The ideal candidate will be able to execute the existing operations activities while providing excellent management and leadership to the operations team and serving as a key member of the organization's executive team.



Chief Operations Officer

Job Description

Page Two

Current operational functions include:

- Daily food bank operations
- Facility management, design and improvements
- Food safety practices and procedures
- Staff management, goal-setting and evaluation
- Budget development and oversight
- Inventory management, efficiencies and improvement

The COO is responsible for working with Food Share staff to manage:

- Food sourcing including, but not limited to:
 - USDA and other government food programs
 - Grant-funded food purchases
 - Grower/processor donations
 - Retail donations and relationships
 - Inventory product mix
- Food receiving and inventory maintenance
 - Rescue food sorting
 - Food drive coordination
- Food distribution
 - Agency shopping and deliveries
 - Inventory and recall management
- Food safety
 - Facility sanitation and maintenance
- Transportation
 - Fleet and equipment management and maintenance

The COO is also responsible for working with other Food Share staff and outside vendors on:

- Capital improvements
- Vendor selection
- Contract monitoring
- Project management
- Data analysis



Chief Operations Officer

Job Description

Page Three

Position Requirements

- Minimum 5 years management/supervisory experience in a warehouse environment
- Experience in or knowledge of food bank operations and services desirable
- High level of attention to detail, data management, and recordkeeping
- Ability to learn quickly and accurately employ food banking software to manage orders, receiving, inventory, recalls, reporting, and audits
- Ability to train and motivate staff and volunteers to work as a team
- Ability to comply with all relevant food safety procedures and guidelines to ensure an efficient, client-friendly, and compliant, food-safe environment
- Excellent computer skills in the Microsoft suite of programs
- Excellent interpersonal, analytic, verbal and written skills
- Bilingual Spanish/English skills desirable
- Ability to interact and maintain successful relationships with all levels of Food Share staff, donors, clients, vendors and volunteers
- Other duties as assigned

Physical Requirements

- Ability to lift up to 50 pounds
- Ability to sit or stand for extended periods of time

Food Share embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented, diverse workforce in a culture where all employees contribute to their fullest potential.

The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all work requirements that are inherent to the job. The job description is subject to change, and additional responsibilities may be assigned according to operational needs.