



Title: Operations Administrator
Department: Operations
Reports to: Chief Operating Officer

General Description:

Works directly with the Chief Operating Officer. Maintains oversight role to ensure compliance with all State and Federal regulations and grants including meeting all requirements and reporting deadlines. Assists in the management of day-to-day operations of the Food bank and Kitchen programs, including sliced apple processing. Understudies and provides support to Inventory and Purchasing. Applies a working understanding of federal and state regulations and policies, including DOH, USDA, OSHA, Ag and Markets. Work with staff on system and operational process improvement as well as other strategic tasks.

Duties/Responsibilities:

- Support COO in tracking operations data/metrics, including documentation as required and/or requested by federal and state representatives/contractors and Foodlink management.
- Provide support/backup to Inventory Manager and Procurement Manager in the day-to-day oversight of all distribution center and kitchen inventory
- Leads kitchen inventory tracking and assists Executive Chef in process implementation.
- Collaborate with appropriate team members to lead and support strategic operational initiatives, as assigned by the COO or CEO.
- Build a culture around Foodlink's core values of Compassion, Collaboration, Innovation, Agility and Stewardship; model these values and help to ensure that all team members understand these values and incorporate them into daily decision-making and general operations.
- Oversee maintenance of SOP and Operations Manual including checks to ensure compliance with all regulatory policies. Liaise with managers to ensure implementation.
- Supports operations in accordance with Feeding America, USDA Ag and Markets, OSHA, HPNAP, and Foodlink policies, guidelines and standards. Identifying opportunities and growth points within the organization and makes suggestions for improvement.
- Minimizing expenses through efficiency gains. Actively participate in the annual budgeting process for operations. Assist the COO in assessing and updating the "cost of doing business", including time studies, and determining appropriate fee for services.
- Works as a liaison between operations and the rest of the Foodlink team; assist interdepartmentally as needed; serve as "right hand" to COO.



Minimum Qualifications:

- Must have a two-year degree and 3 years' experience, or equivalent combination of education and experience
- Excellent analytic and communication skills.
- Microsoft Excel and Data entry proficiency
- Able to write reports and business correspondence and to effectively present information and respond to questions from managers, agencies, customers, vendors and the general public
- Proficient in Microsoft Word for Windows, Excel and Power Point.
- Able to work cooperatively and with flexibility in a diverse work force
- Have a professional attitude and appearance at all times

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.