



Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

Compassion - treat all with dignity & respect; build kinship with those we serve

Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger

Collaboration - build a shared vision, create synergies, maximize resources

Agility - respond urgently to the ever-changing needs of our community

Stewardship - maximize the impact of every dollar, donation and asset

Job Title: Safety Manager

Revised: June 2023

Reports to: Sr. Director of Infrastructure & Sustainability

Status: Full time, Salary, Exempt

Job Level: Manager

Direct Reports: potential management in future

SUMMARY

The Safety Manager (SM) is responsible for building and maintaining a culture of safety at Foodlink. The SM is responsible for the overall coordination, planning, and application of Foodlink's safety program and the establishment of safety and sanitation guidance for all departments. The SM works within the Facilities & Technology department focused on providing a clean, safe and efficacious workplace. The SM will proactively monitor and address the health and safety risks and hazards within the workplace and develop strategies for mitigation.

KEY RESPONSIBILITIES

Safety:

- Establish a consistent year-round safety program that is inclusive of all departments. This should include but not be limited to new hire trainings, thematic trainings by departments and role, monthly themes or focus topics, as well as consistent monitoring and corrective actions.
- Build and support a safety culture throughout the organization. Effectively communicate the intention behind safety measures in an inclusive manner.
- Create, coordinate and deliver safety trainings. Implement routine safety trainings, and lead other trainings as needed. Including but not limited to job specific and general safety trainings.

- Chair the safety committee. Schedule monthly safety committee meetings with key staff to provide a forum to discuss incidents and corrective actions, and ultimately keep safety at the forefront. Ensure compliance with NY's Heros Act at all times.
- Investigate any/ all safety incidents. Follow SOP's and ensure proper internal documentation is completed. Analyze incident reports, metrics and injury case studies in order to institute changes that lead to a safer environment
- Determine if an injury or illness meets the recordkeeping requirements issued by OSHA and record as necessary. If medical treatment is necessary coordinate the individuals visit to Foodlink's occupational health provider.
- Complete in house drug screening as necessary in accordance with company policy. Coordinate DOT drug screens with Foodlink's Occupational Health Provider.
- Maintain DOT files and ensure compliance with Federal FMCSA
- File necessary FROI electronically with Foodlinks' Workers Comp Insurance Carrier. Maintain workers comp files and communicate with the insurance company regarding claims as needed.
- Conduct regular internal safety inspections to identify workplace hazards with regard to facilities and any unsafe use of equipment. Communicate infractions to department heads and work to correct hazards in a timely fashion
- Conduct safety assessment on equipment as needed.
- Provide daily supervision of the sanitation program for the entire facility to assure staff safety and health is maintained in the workplace and that Foodlink meets all compliance requirements.

Coordination

- Work with Finance Department to file any insurance claims and ensure all necessary information has been collected and documented.
- Develop and oversee Foodlink's return to work program. Work with department heads to provide work to injured workers with varying restrictions.
- Coordinate with Facilities Manager and Sr. Director of Infrastructure & Sustainability to ensure facility projects and plans improve Foodlink's safety
- Communicate with IT Specialist to understanding all cyber-threats, and serve as a resource to all staff in taking preventative, hardening, and reactive measures
- Create and update policies and procedures as needed on an ongoing basis to ensure compliance with changing regulations and standards. Including the most recent NYS Hero's act staff safety committee
- Maintain DOT files and ensure compliance with federal FMCSA

Management

- Support Foodlink Leadership and Facilities & Technology staff toward the goal of a clean, efficient workplace using the latest technology.
- Work with Food Safety Coordinator to ensure food safety requirements are being met or exceeded.
- Assist in the supervision of contractors working at Foodlink's facility. Ensure plans are communicated to staff as necessary, and that contractors working on-site are following all necessary safety protocols.
- Other duties as assigned including the support of Foodlink's Festival of Food, The Get Together, and community wide distributions or member agency volunteer shifts.

PREFERRED CANDIDATES WILL HAVE:

- College degree and a minimum of 3 years' experience required: or equivalent combination of education and experience
- Experience overseeing a corporate safety program is strongly desired
- Fully developed communications and public speaking skills; Experience delivering group trainings. Ability to communicate effectively across an organization
- Proven ability to build and maintain effective work relationships internally and externally
- Ability to explain technical concepts in simple terms
- Exceptional reasoning, problem solving and strategic thinking skills
- Self motivation and ability to work independently
- Proficiency in Microsoft office programming including Outlook, Word, Excel and PowerPoint.



- Working knowledge of OSHA regulations and record-keeping requirements
- Must possess a valid driver's license with a good driving record, have access to a vehicle and be willing to travel within Foodlink's 10-county service area as needed

We are actively seeking a diverse pool of candidates for this role.

SALARY AND BENEFITS

This is a full time position paid on a salary basis between **\$58,183 and \$76,242** depending on experience. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 13 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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 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. This position regularly requires the individual to lift objects weighing up to 50lbs.

Everyone is welcome here. Foodlink is an equal opportunity employer. Our policy strictly prohibits discrimination on the basis of age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.