



Volunteer Room Manager

Full-Time

As the Volunteer Room Manager, you will have oversight of the projects, staff and volunteers in The Food Bank Volunteer Room. Through strategic and coordinated efforts, your work will directly impact the mission of sharing food throughout the TFB 32 county area and thousands of volunteers annually.

Job Duties

- Coordinate and delegate day-to-day volunteer projects on a timely basis and in a professional manner, including, but not limited to: work area setup and break down for each specific project; update and post a daily revised project list in order of priority; track daily poundage worked by volunteers.
- Act as manager for Volunteer Room Coordinators and work study interns.
- Train volunteers and staff to perform storage, distribution, & operations per AIB standards
- Work to ensure all products are handled and stored using proper handling procedures
- Ensure proper safety accommodations are made for any physical or mental limitations of volunteers.
- Work closely with the Volunteer Coordinator and CERVIS application to insure the adequate staffing for volunteer activities during volunteer shifts.
- Continually update and develop training and communication standards and processes for all volunteers in the Volunteer Room
 - Volunteer room orientation
 - Dress code enforcement
 - Proper safe food handling techniques
- Ensure a pleasant and mission engaging environment in the Volunteer Room through good customer service practices.
- **Work at all times to maintain the image of the Food Bank as a positive one in the public view, most specifically as it pertains to the critical nature of volunteer relations.**

Qualifications

- Must be courteous, friendly, polite, patient, and personable
- Strong communication skills for instructing diverse and multiple individuals and groups
- At least 2 years of management experience, preferably in the food service industry
- Have a high school diploma or GED; college degree preferred
- Must be flexible and available to work varied hours
- Ability to lift 50lbs repetitively
- Highly organized and detail oriented
- Able to work independently yet always be a team player
- Proficient with Microsoft Office Suite programs and internet based programs
- Excellent oral and written communication skills
- Strong problem solving skills
- Ability to manage and prioritize multiple tasks at once