

# **The Aurora Area Interfaith Food Pantry is seeking applications for a full-time Operations Manager**

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## **Position Summary:**

The Operations Manager is responsible for overseeing the daily logistics, inventory, and distribution functions of a community-based food pantry. This role ensures efficient operation of all food handling, delivery, and storage processes while maintaining compliance with food safety standards and organizational policies. A valid **Commercial Driver's License (CDL)** is required to operate the pantry's vehicles for pickups, deliveries, and transport of food and supplies, or a willingness to obtain a CDL.

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## **Key Responsibilities:**

### **Operations Management**

- Supervise day-to-day operations of the food pantry, including overseeing all operations staff
- Oversee receiving, sorting, storing, and distributing food
- Coordinate delivery and pickup schedules with local food banks, grocery stores, farms, and community partners
- Maintain inventory systems to track incoming and outgoing products
- Ensure the cleanliness and organization of warehouse/storage areas
- Enforce health and safety regulations, including proper food handling, temperature monitoring, and sanitation procedures
- Train and supervise staff and volunteers on operational protocols
- Assist the executive director with obtaining bids for various capital projects

### **Driving & Transportation**

- Ability to operate commercial vehicles to transport food and goods between donor sites, warehouses, and the food pantry
- Perform regular inspections and maintenance checks on delivery vehicles to ensure safety and compliance
- Maintain accurate driving logs and delivery records
- Ensure secure and efficient loading and unloading of products

### **Administrative & Compliance**

- Maintain documentation for compliance with food safety, DOT regulations, and grant requirements
- Monitor and manage budgets related to transportation, fuel, maintenance, and food purchasing

- Work with leadership to identify opportunities for operational improvements and cost savings
  - Assist in preparing reports, metrics, and updates for donors, funders, and board members
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### **Qualifications:**

- High school diploma or equivalent required; associate or bachelor's degree in logistics, business, or related field preferred.
  - Minimum 5 years of experience in logistics, warehouse, or operations management (nonprofit or food service preferred)
  - **Valid CDL Class B (or A) license** with a clean driving record, or willingness to obtain CDL
  - Strong leadership, organizational, and communication and management skills
  - Proficiency with inventory systems and Microsoft Office Suite (Word, Excel, Outlook).
  - Ability to lift up to 50 lbs and work in refrigerated environments
  - **Bilingual (Spanish/English) a plus**
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### **Working Conditions:**

- Must be comfortable working in warehouse and outdoor settings.
  - Early mornings and occasional weekends are required.
  - Frequent driving of commercial vehicles and interaction with food donors and community members.
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### **Salary Range:**

Commensurate with experience

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