POSITION OPENING ANNOUNCEMENT

Food Bank Department Manager

CommUnity Crisis Services and Food Bank is seeking individuals interested in the position of Food Bank Department Manager. This is a full time position and works primarily Monday through Friday 8:30 am to 5:00 p.m.

The Food Bank Department Manager is responsible for general oversight of the operations and activities of the department, including the Food Bank, Mobile Pantry, and Basic Needs programs. This position includes staff and volunteer management, inventory and food purchasing, and working directly with clients in crisis situations.

Required skills and experience include:

- Bachelor’s degree in social work, human services administration, or a related field, or equivalent work experience, plus 1 year of staff management experience
- Ability to model a client-centered, compassionate, non-judgmental approach
- Effective oral, written, computer, and group presentation communication skills
- Experience with Microsoft Office, including Excel, and using electronic databases
- Ability to work a periodic flexible schedule, including some evenings and weekends
- Dependable transportation, valid driver’s license, and clean driving record
- Willingness to drive a straight truck with training, with or without accommodations
- Ability to pass a background check

Desired skills include: bilingual with fluency in Spanish, French, or Arabic.

Full time salary position: $45,000 - $52,000 depending on experience

Excellent benefit package includes paid vacation and sick leave, 401k retirement plan along with employee health and dental coverage and life/accidental insurance. Employee copay is required for some plans.

Persons interested in this position should send a cover letter and resume electronically to sarah.witry@builtbycommunity.org with “Food Bank Department Manager” as the subject line, or by mail to:

Sarah Witry, Director of Food Bank Services
1121 S. Gilbert Ct.
Iowa City, IA 52240

Application deadline: Thursday, May 9 by 5:00 PM

CommUnity Crisis Services and Food Bank is an Equal Opportunity Employer.