



Position: Community Market Manager
Department: Food Services
Reports to: Director of Food Services
Pay Range: \$20.00 - \$22.00 per hour
Employment type: Non-Exempt
Revised: April 25, 2024

Position Description:

Reporting to the Director of Food Services, the Community Market Manager provides daily oversight of all Community Market (pantry) operations including volunteer training/supervision, food safety, handling and storage, and compliance with approved organization policies, health department licensing standards and collaborating partner provisions.

Essential Duties:

1. Follow guidelines put forth from Feeding America, Boulder County Public Health, and USDA.
2. Establish and maintain an effective inventory system that includes a method to rotate stock and ensure freshness.
3. Stay informed on expiration codes, stale dates and recalls ensuring food pantry donations are not expired and remain safe for consumption.
4. Perform the procedures and guidelines that are required for all USDA sites including temperature logs for all dry storage, refrigeration, and freezer areas.
5. Determine current food supplies and set limits on market distribution on a daily basis.

Other Duties:

1. Train and supervise volunteers who work in the Market and Warehouse.
2. In conjunction with the Director of Food Services, order and manage inventory of needed supplies.



3. In conjunction with the Director of Food Services, ensure all equipment – forklift, refrigerator, freezers, pallet jacks, and facility stay in good working order.
4. Coordinate with the Café Manager on incoming food donations.
5. Train and supervise volunteers who work in the Market and Warehouse.
6. Maintain communication with retail rescue drivers on category, quantity, and quality of products.
7. Train retail rescue drivers on procedures once the product has entered the facility.
8. Maintain a clean, well-ordered warehouse and shopping floor which presents the food in an organized manner that resembles a grocery store.
9. Utilize partner agency websites to order, track, and submit data.

Qualifications:

Education and Training:

- High School Diploma/GED required.

Experience:

- Minimum of one year's relevant experience.

Knowledge, Skills, and Abilities:

- Strong interpersonal skills with the ability to work as part of a team with staff, volunteers, and participants.
- Self-starter and ability to work cooperatively, efficiently, effectively, and multi-task in a fast-paced environment.



- Possess or acquire within 90 days of employment: Serve Safe Certification and Colorado Department of Health Services Civil Rights Certification.
- High School Diploma/GED required.
- Valid Colorado driver's license.
- Microsoft Office (Word, Excel, and PowerPoint).

Physical Requirements and Working Conditions:

- Ability to lift up to 50 pounds frequently.
- Working in walk-in coolers and freezers.

OUR Center endeavors to maintain wage equity across all employees with the same or comparable job titles. Relevant wage determinants for this position include: Seniority, Merit, Experience

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

I have reviewed the job description and am able/ capable to meet the requirements of the job as listed. I understand that in conjunction with this job description, I will uphold the standards as presented in the OUR Center Employee Handbook and OUR Center Policies and Procedures.

Employee Name: _____ Employee Signature: _____

Supervisor Name: _____ Supervisor Signature: _____

Date: _____