



## **Mission Statement**

*To feed the homeless and at-risk homeless people of Summit and assist participants in obtaining additional support services.*

## **Position Description: Weekday Program Manager**

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***Position:*** Program Manager

***Ideal Candidate:*** Self starter who is passionate about helping and serving others and can work independently.

***Appointed by:*** Board of Directors

***Reports to:*** Board Chair

***Time Commitment:*** Weekdays, Monday through Friday, 5:30 am – 7:30 am. Including some holidays.

### ***Requirements:***

- Must obtain and maintain a valid Food Handling Certificate
- Reliable transportation

### ***General Duties:***

- Support mission of SHIP
- Open kitchen in a local church and set up.
- Supervise volunteers.
- Coordinate meal preparation, serving and clean up.
- Food pickup as may be assigned.
- Attend meetings of the Board of Directors when requested.
- Supply a weekly report of program activities to the Chair.
- Supply monthly report of program activities to the Board of Directors that includes number of clients served on weekly,

- monthly and year-to-date basis showing year-to-year comparison.
- Responsible for all food donation coordination with assistance from volunteers and Board members.
    - Assure nutritious meals are served in appropriate portions.
    - Work to continually improve program by reducing waste and unnecessary expense.
    - Provide orientation for new volunteers.
    - Assure that volunteers arriving that are not on schedule sign-in, including name, email and phone number.
    - Prepare the menu for each week with understanding that a menu may change due to unexpected food donations.
    - Prepare shopping list with quantities on Friday for review by Chair and Food Committee.
    - Food shopping as needed.
    - Assure refrigerators are maintained in a clean and orderly condition.
    - Assure that volunteers periodically inspect pantries, and any past used items are discarded.

***Evaluation:*** The performance of the Program Manager is evaluated annually based on carrying out duties and responsibilities as outlined above.