

<b>Job Title</b>	Food Bank Director	<b>Company</b>	Society of St. Vincent de Paul / Food for Families Inc.
<b>Annual Salary</b>	\$35,000 40 hours a week	<b>Benefits</b>	Health insurance, sick and personal days
<b>Contact</b>	Sonny Consiglio, Executive Director <a href="mailto:avcdepaul@atlanticbbn.net">avcdepaul@atlanticbbn.net</a>		

### **Job Summary**

The Food Bank Director is responsible and accountable for the overall direction, coordination and evaluation of the food bank. The director will report on a regular basis to the executive director providing formal and informal reports as needed.

### **Responsibilities**

- Recruits, interviews, hires, and trains new staff.
- Oversees the daily workflow including scheduling of employees and volunteers.
- Maintain employee records.
- Handles discipline and termination of employees in accordance with company policy.
- Stay up-to-date on federal, state, and local regulations pertaining to the operation of the Food for Families program.
- Will maintain a positive public image of the Society in public and media relations, and development activities.
- Regularly inspect the warehouse and equipment for safety compliance, space allocation and cleanliness.
- Recommend the purchase of needed equipment and supplies.
- Accept additional assignments pertinent to the operation of the food bank.

### **Required Skills/Abilities**

- Excellent verbal and written communication skills.
- Excellent computer skills.
- Excellent interpersonal and customer service skills.
- Ability to prioritize tasks and to delegate them when appropriate.