



**Position Title:** *Director of the Carver Market & Retail Recovery Operations*

**Department:** Food Service – Carver Market (Food Pantry)

**Reporting Relationships:** Reports to Chief Program Officer

**FLSA Status:** Full Time Hourly with weekly schedule to be determined.

**Position Overview:**

The Director of the Carver Market manages the Carver Center’s signature program to address food insecurity in the Village of Port Chester. The Director oversees the logistics of the Carver Center’s food pantry which currently serves 1,750 families locally through self-choice shopping that features regular offerings of fresh produce, proteins, and other shelf-stable items.

The Carver Market is an integral part of Port Chester Carver Center’s vast array of programs. Accordingly, the Carver Market Director plays a key role in ensuring that Market clients are served in accordance with Carver Center’s mission, vision, and values.

**Agency Wide Duties and Responsibilities:**

- Support the mission, program philosophy and values of Port Chester Carver Center, Inc. (see attached).
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Client Code of Conduct, and all other governing agencies.

**Position Specific Duties/Responsibilities:**

- Responsible for the operation, and successful execution of the regular food distributions from the Carver Market.
- Work collaboratively with Carver Center leadership to develop key performance metrics and goals for the Market relative to the distribution of nutritious foods and household items to clients.
- Implement tracking of impact through Carver Center’s Apricot360 database.
- Supervise the Carver Market Manager, Retail Recovery Driver (Logistics Manager), and numerous volunteers. Ensure adherence to Carver Center’s Personnel Policies and Client Code of Conduct. Provide onboarding, training and management to all Carver Market staff and volunteers. Oversee scheduling of all personnel (paid or volunteer).
- Oversee Carver Center’s ongoing relationship with key community partners including Feeding Westchester, Meals on Main Street, County Harvest, and many others.
- Facilitate the Retail Recovery Program by serving as liaison between all grocery store partners; pick-up sites; and volunteers.

- Ensure adequate inventory and adherence to operational budget by optimizing food sources including Feeding Westchester; wholesale providers; retail recovery sites; and other donations. Mastery of the Feeding Westchester Agency Portal will be essential to the position's success.
- Plan for and organize storage space according to inventory (dry storage space, walk in fridge, standing fridge, and freezers)
- Work with Carver staff to plan holiday drives and other distribution events that may or may not serve the Carver Market clientele (Thanksgiving, Holiday Toy Distribution, Coats, Backpacks, etc.)
- Lead team to execute special food programming such as Senior Groceries, Summer Kids Back-pack program, Retail Recovery.
- Oversee ongoing and emergency maintenance of Carver Market equipment, refrigeration, freezers, and vehicles.
- Mediate issues that may arise with clients or volunteers as it relates to client services at the Carver Market.
- Receive and inspect incoming products for quality and quantity and ensure prompt and proper storage.
- Ensure that quality food meets standards as established by designated regulatory agencies (i.e., USDA, HPNAP (Hunger Prevention and Nutrition Assistance Program), etc.).
- Supervise and coordinate daily activities of all Carver Market staff and volunteers engaged in inventory, re-stocking, food distribution, food storage, cleanup of the market, and retail recovery procedures.
- Using Apricot 360, Generate daily food/household items distribution records, maintain daily inventory, and update client records daily.
- Assist in the loading and unloading of products; recording donations; and routing to the appropriate storage area.
- Serve as a driver of Carver Center vans and assist with the pick-up of donations or deliveries of products when needed, including retail recovery.
- Complete annual Civil Rights and TFAP training requirements and ensure all market staff meet annual training requirements.
- Perform other duties as assigned.

#### **Position Qualifications:**

- Three (3) to five (5) years of progressive food pantry management or warehouse operations experience.
- High School Diploma required. Post-Secondary education in Human or Culinary Services preferred.
- Valid Driver's License required, CDL Preferred
- Comprehensive knowledge of food and safety trends, including USDA, and HPNAP, with a focus on quality, production, sanitation, food purchase controls, and presentation.
- ServSafe® certification required or can be obtained within 3 months of being hired.
- Strong administrative and organizational skills including proficiency in Microsoft Office/
- Experience managing staff and/or volunteers with the ability to communicate clearly both verbally and in writing
- Knowledge of financial, budgetary, accounting, and computational practices
- Ability to get along well with others, demonstrate flexibility and patience, work as a member of a team, and demonstrate a high level of sensitivity and interest in people.
- Exhibit courtesy, tact, and reasonable speed in performance of duties, and demonstrate ability to multi-task.
- Knowledge of financial, budgetary, and computational practices and experience managing expenses.
- Bilingual (English/Spanish) highly preferred.

#### **Training Requirements to Maintain Position:**

- Attend required staff meetings and required training.
- Maintain required certifications, such as ServSafe.

**Physical and Sensory Requirements:**

- Must be able to stand, walk, bend, carry, push, and use both hands when performing assigned duties. Must be able to lift at least 50-pound boxes

*The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.*

**Salary Range & Benefits: \$28-\$33 per hour for a maximum of 37.5 hours per week depending on experience and qualifications. Health Insurance, retirement benefits and paid time off.**

***Please send your cover letter and resume to:***

***Daniel Bonnet***

***Chief Program Officer***

***DBonnet@CarverCenter.org***

## Guiding Statements: Vision, Mission, Values

NEW VISION
Creating opportunity for all to learn, work, and thrive

CURRENT MISSION	NEW MISSION
Building brighter futures by serving, educating, and empowering families in our community.	Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower.

NEW CORE VALUES
<p><b>At Carver Center, we value:</b></p> <p><b>Dignity</b> We welcome everyone with kindness and care.</p> <p><b>Integrity</b> We are trustworthy and honor the commitments to those we serve.</p> <p><b>Inclusion</b> We respect each other and embrace equity, justice, and belonging.</p> <p><b>Growth</b> We embrace opportunities to learn, improve, and make an impact.</p> <p><b>Leadership</b> We provide expertise and pursue excellence in all we do.</p> <p><b>Collaboration</b> We employ teamwork to build strong and lasting partnerships.</p>

Dated: February 2024