



**Position Title:** Director of Operations

**Department:** Operations

**FLSA Status:** Salaried, Non-exempt

**Location:** Hastings, Nebraska

**Reports to:** Regional Director Hastings

**Date Created:** July 2023

**Position Summary:** The Director of Operations plans, coordinates, and executes all operations of the Hastings office in collaboration with respective programs managers, including St. Joseph Gift and Thrift, St. Anthony Food Pantry, Open Table Sack Lunch Program, Food Recovery Program, warehouse, recycling, et al.

**Essential Functions:**

- Coordinate furniture pick-ups and deliveries.
- Coordinate recycling and sustainability efforts through the sale, recycle, donation or storage of items, such as clothing, shoes, purses, belts, and furniture.
- Coordinate vehicle repairs and manage car donations.
- Coordinate building maintenance and repairs.
- Implement and execute local online sales for Saint Joseph Gift and Thrift and work in collaboration with Lincoln for ecommerce sales.
- Supervise and support the thrift store operations.
- Supervise and support the logistics for The Open Table daily sack lunch distribution.
- Supervise and support the weekly pick up of surplus foods from Hastings and Grand Island grocery stores.
- Supervise and support the weekly distribution of surplus food to out-of-town food pantries.
- Record and report relevant data on a monthly basis.
- Coordinate with other staff any special projects, including holiday events such as food drives, Thanksgiving and Christmas giveaways.
- Organize and lead regular meetings with direct reports.
- Ability to work with and supervise volunteers of various ages and backgrounds including volunteers with special needs.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.

- Represent, communicate, and integrate authentic Catholic teaching in the provision of volunteers, clients, and community engagements.
- All other duties as assigned.

**Preferred Competencies:**

- Self-motivated
- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

**Qualifications:**

Bachelor's Degree; or one to three years related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 60 pounds.

**Working Environment:**

While performing the duties of this job, the employee is working in both indoor and outdoor working conditions. The noise level in the work environment is usually moderate.