



Position Title: Food Market Program Manager

Department: Programs

FLSA Status: Full-time, Exempt

Location: Lincoln, Nebraska

Reports to: Executive Director

Date Created: October 2023

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Food Market Program Manager will oversee all aspects of the daily operations and long-term vision of the Catholic Social Services Food Market in Lincoln.

Essential Functions:

- Coordinate daily meals offered to our clients, including supply management, food preparation, and service delivery.
- Provide direction and support to food market staff and volunteers throughout the day, in both giving and receiving donations.
- Educate food market volunteers on the importance of healthy eating and its impact on the families we serve. Example: Research and make available healthy recipes for our clients and encourage volunteers to converse with clients about healthy food options.
- Manage the food market inventory, which includes identifying most needed items from parish and school food drives, ordering items and coordinating pickup from the Food Bank of Lincoln, and if needed purchasing items from supermarkets, etc.
- Setting a goal of increased availability of culturally appropriate options.
- Maintaining a schedule of parish and school-based food drives.
- Coordinate and support the Catholic Social Services Food Market Program.
- Oversee and support the community garden and greenhouse.
- Collaborate with the Marketing & Development department to communicate to schools, parishes, and others the needs of our clients.
- Foster community partnerships and activities that promote CSS's efforts to build a healthy Lincoln, such as educational classes on food safety, canning, etc.
- Administrative duties, taking daily calls/requests from clients, entering client data into Clarity, managing TEFAPS, USDA compliance, and grant reporting.
- Maintain a safe and clean environment for staff, volunteers, and clients.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of the CSS mission.
- Maintain an active Clarity license and assist the front desk, if needed.
- All other duties as assigned.

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.



Preferred Competencies:

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

Qualifications:

Bachelor's degree in health or nutrition; 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 and hear. The employee must regularly lift and/or move up to 25 pounds.

Working Environment:

While performing the duties of this job, the employee is frequently exposed to inside and outside weather conditions. The noise level in the work environment is usually moderate.