



**POSITION: Food Services Manager**

**REPORTS TO:** Executive Director

**Position Description** – The Food Services Manager is responsible for the efficient operation of the SLU Food Bank at ICS, the organization of the pantry and the coordination of the ICS Grocery Rescue, Home Delivery and Meal Programs. This role addresses food insecurity by supporting all programs, ensuring consistent, safe and equitable access to food across the SLU Food Bank at ICS, Dave’s Day Center at ICS, the ICS Recovery Shelter and ICS Community Lunch & Meal Program.

**ABOUT IMMANUEL COMMUNITY SERVICES:** Immanuel Community Services (ICS) strives to alleviate the effects of poverty, hunger, homelessness and addiction by providing community-based social services to those in need through four programs in the South Lake Union neighborhood of Seattle. Through the SLU Food Bank at ICS, Dave’s Day Center at ICS, the ICS Recovery Shelter and ICS Community Lunch and Meal Program, we strive to build relationships and be a place where people can become connected and involved. Grounded in our commitment to equity, we stand alongside our neighbors to maintain dignity, rekindle hope and create a community of belonging.

**MAJOR RESPONSIBILITIES**

**Food Distribution:**

- Manage food distribution through weekly Food Bank operations and other ICS programs.
- Coordinate meal program for the Dave’s Day Center at ICS (the Hygiene Center).
- Coordinate food inventory and place food orders for Food Bank and meal programs.
- Ensure that food distribution practices reflect ICS’s commitment to equity, dignity and culturally responsive service.

**Food Pantry Coordination:**

- Ensure that all aspects of Food Services adhere to current public health and food safety protocols.
- Receive, sort and evaluate food and other donations. Store them in a safe, orderly, hygienic manner in the appropriate section of the Pantry (dry, cooled, frozen).
  - ~ Includes re-bagging food as needed and cleaning storage areas, walk-in cooler/freezer.
- Guarantee that all food receiving, storing and distribution are operated according to guidelines of partner agencies/organizations and donors.

**Grocery Rescue/Home Delivery:**

- Oversee Grocery Rescue Program and with Grocery Rescue Lead, coordinate food donation pick-ups; supervise Grocery Rescue Lead and other volunteers.
- Coordinate the Home Delivery Program including processing requests, schedule & coordinate deliveries.

**Volunteers:**

- Recruit, train and supervise volunteers for SLU Food Bank at ICS, Grocery Rescue and Meal Programs. Maintain accurate records including volunteer information, training records and hours.

**Van Maintenance:**

- Maintain accurate records of van mileage and submit reports monthly to Executive Director.
- Ensure that van is fueled, maintained and in good working order.
- Ensure that van is kept clean and locked after use.

**Other:**

- Gather and submit all necessary data and receipts and work with ICS staff to make sure all reports are prepared and submitted.
- Track and maintain all contracts related to Food Services, including reporting requirements, renewal timelines and compliance documentation.
- Represent ICS at Seattle Food Committee, Meal Program Committee and other relevant meetings as schedule allows.
- Recruit, train & supervise service members in various Food Services roles, if applicable.
- Maintain healthy and efficient relationships with staff, volunteers and community partners.
- Follow policies & procedures of Immanuel Community Services.
- Other duties as assigned, supporting the mission and daily operations of ICS.

**QUALIFICATIONS:**

- Two years, minimum, experience working in a food pantry, food bank, meal program or other program addressing food insecurity.
- Must demonstrate excellent interpersonal skills and be comfortable working with the diverse members of our community. Able to deescalate conflicts as needed.
- Experience supervising staff or volunteers.
- Strong skills in organization, time management skills and space efficiency.
- Enjoy working as a team but able to work independently.
- Good verbal and written communication skills.
- A valid Washington State Driver's License.
- Ability to lift 50lbs repetitively.
- Must obtain a King County Food Handler's permit within 30 days of employment.
- Must be fully up-to-date with Covid vaccines as defined by the Washington Department of Health, unless a reasonable accommodation is approved.
- *Bilingual (Ukrainian/Russian and/or Spanish), a plus.*

**COMPENSATION & COMMITMENTS**

**Compensation:** ICS will provide compensation of \$26.00 - 32.00 per hour, DOE.

**Hours:** Full-time; 40 hrs/week. Additional hours may be required weekends & during special events.

**Paid Time Off (PTO):** ICS values the health of its employees and strongly endorses the importance of a balanced work/life. ICS provides eleven paid holidays and four weeks PTO per year.

**Health Care:** ICS provides health/dental/vision, retirement and covers employee portions of Washington Long Term Care and Washington Paid Family Leave.

**To apply, please send resume and cover letter to:**

Shawna McMahon, Executive Director

Immanuel Community Services

[jobs@icsseattle.org](mailto:jobs@icsseattle.org)

(206) 622-1930 x 102

***Immanuel Community Services is an Equal Opportunity Employer: Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status or any other class protected by law.***