



DIRECTOR OF OPERATIONS

OVERVIEW

Tri-City Volunteers (TCV Food Bank + Thrift Store) is seeking a full-time Director of Operations to become a vital member of our team located in Fremont, CA.

As one of the largest direct-to-client food banks in Alameda County, we serve over 1,000 low-income families a week and rely on a small, yet dedicated, crew of staff to make that happen!

As Director of Operations, you will continue to build upon and improve TCV's operating efficiency. You will develop an effective team with a focus on better service to families facing hunger throughout Southern Alameda County. The job is varied, challenging and fun. You will be a senior member of our small but dedicated team!

At **TCV**, we offer competitive compensation and a work environment that supports your development and recognizes your achievements!

JOB DESCRIPTION

- The Director of Operations is a management position responsible for the effective distribution of over 6 million pounds of food annually to families facing hunger throughout Southern Alameda County.
- This position works closely with the Executive Director to continuously improve service to families facing hunger in our community by managing a safe, food safe, efficient distribution center; building an excellent team of staff and volunteers - with an eye toward future growth.
- The Director of Operations provides direct oversight, accountability, and inspiration to the following direct reports: Warehouse Manager, Thrift Store Manager, Intake Coordinator, Volunteer Coordinator, and Warehouse Driver.
- The Director of Operations is also responsible for complying with all laws and reporting, production of accurate statistics in a timely manner and other documents as needed relating to volunteers, clients and donors, oversight of emergency food, clothing and item referrals from outside agencies.
- This position is responsible for scheduling of staff and assures that staff comply with laws and follow appropriate ethical standards.

QUALIFICATIONS

- Bachelor's Degree from an accredited college or university or equivalent combination of education and experience.
- Minimum 5 years of directly related experience. Operations and supervisor experience working within the food supply chain or emergency food system preferred.
- Committed to TCV's mission, values and passion for a hunger free community.
- Excellent presentation, written communication and organizational skills.
- Demonstrated ability to leverage and communicate data to support decision making.

Please contact jobs@tcvfoodbank.org with cover letter and resume. No phone calls please.