

## IREDELL CHRISTIAN MINISTRIES, INC.

### Job Description Operations Manager

The Operations Manager is a non-voting member of the Board of Directors and is responsible to the Board of Directors, seeing that all the decisions of the Board are carried out. Personnel issues will be addressed to the Personnel Committee.

1. Cultivate relationships with Second Harvest Food Bank of Northwest and other food suppliers.
2. Be present during hours of operation, welcome clients and volunteers and create an atmosphere of respect and hospitality.
3. Approve and monitor expenditures in financial assistance program.
4. Be open and available to clients and staff while on ICM grounds.
5. Diffuse disruptive clients in crisis situations, seek assistance from police and remove from premises when needed.
6. Communicate necessary information daily with staff.
7. Supervise the data entry and recording of food purchases and donations and record data in absence of clerical staff.
8. Approve, Develop, and implement policies and practices for volunteers and consult with the Personnel Committee when necessary.
9. Train, supervise and consult with volunteers to interview clients.
10. Supervise and assist the food manager as needed to train kitchen and shopping volunteers, supervising where necessary.
11. Coordinate pick up of food donations and store pickups.
12. Supervise and coordinate the use of the building and resolve facility issues in coordination with the Facility Committee including transportation vehicle maintenance, trash, and recyclable materials.
13. Order food as needed weekly from the Food Bank, and Food Purchase Program when necessary, while meeting all food bank requirements. Securing additional fruits and vegetables from alternate sources when needed.
14. Supervise and maintain records for ICARE, AARP, and community service workers from the judicial systems, schools, and businesses.
15. Complete a manager report and present it to the Board of Directors on a monthly basis.
16. Respond to alarm after hours. Meet police or fire department at ICM.

#### Community Representation

Seek opportunities to meet with people in the community, informing them of the contribution that ICM makes in the greater Statesville area.

1. Recruit new volunteers in the community for the Board of Directors and ICM.

2. Cultivate a working relationship with schools, colleges, and businesses, encouraging intern/volunteer/donation participation at ICM. /volunteers/donation participation at ICM.
3. Communicate to the Board of Directors as needed to support clients, staff, volunteers and donors in the mission of ICM.
4. Identify, organize and carry out fundraising events in coordination with the Board of Directors and volunteers.