

Open Position

Executive Director Food Pantry for Woodford County, Inc.

The Woodford County Fiscal Court is currently accepting applications for the position of Executive Director of the Food Pantry for Woodford County Kentucky, Inc. This position is responsible for the operation of the Food Pantry and all of its activities. This position will monitor food distributions, expenses, supplies, and client needs. This position reports to the Executive Committee of the Food Pantry and reports to the Board of Directors of the Food Pantry, the Woodford County Fiscal Court, the City Council of Versailles, and the City Council of Midway. As a paid employee of the Food Pantry, administered through Woodford County government, this position will be paid through public funds. This position has a non-voting position on the Board of Directors of the Food Pantry and will be required to attend Board Meetings as well as meetings of the Court and City Councils quarterly or as requested. The Executive Director must have a heart for serving others, compassion for those in need, and ability to work well with others. Bachelor's Degree preferred, but not required. Work experience preferred: at least 3+ years of work experience in management of food pantry or similar-type operations, volunteer management, and/or non-profit leadership. Organizational and communication skills required. Executive level management, administration and leadership highly preferred. To perform the duties and responsibilities of the Executive Director position successfully, the individual must be able to perform each essential duty satisfactorily. Equivalent experience and education will be considered.

A more detailed job description and application can be obtained from the Woodford County Human Resources Manager, 103 South Main Street, Room 203, Versailles, KY 40383 or online at woodfordcounty.ky.gov

Email applications and resumes can be submitted to
tтиpton@woodfordcountyky.gov
Applications will be accepted through
September 27, 2024 at 4:00 pm.

Woodford County is an equal Opportunity Employer

FOOD PANTRY FOR WOODFORD COUNTY, INC.

JOB DESCRIPTION

EXECUTIVE DIRECTOR

This position is responsible for the operation of the Food Pantry and all of its activities. This position will monitor food distributions, expenses, supplies, and client needs. This position reports to the Executive Committee of the Food Pantry and to the Board of Directors of the Food Pantry. As a paid employee of Woodford County government, this position will also report to the Fiscal Court of Woodford County. This position has a non-voting position on the Board of Directors of the Food Pantry as well as the Woodford County Fiscal Court. This position will perform the following duties:

1. This position is In charge of all Food Pantry an Warehouse Operations.
2. This position is the contact person for all visitations, food deliveries, and new volunteers.
3. He/she keeps all volunteers informed of any changes to standard procedure.
4. He/she prepares all operation forms for the entire Food Pantry operation.
5. He/she works with Community Action on changes and client needs.
6. He/she works with the Extension Office and UK extension Agents for Food Pantry needs.
7. He/she prepares Monthly Director's Reports and all other reports required for Food Pantry operations.
8. He/she keeps the Board informed by email.
9. He/she orders operation supplies and maintenance needs.
10. He/she picks up all mail and copies all checks and expenses.
11. He/she writes all grants for the Food Pantry.
12. He/she will research online grant availability
13. He/she will write thank you notes for special emphasis for select and large donors.
14. He/she will serve on any necessary committees.
15. He/she will record all volunteer hours in computer Excel program.
16. He/she will prepare all schedules for volunteers and churches.
17. He/she will sign up new clients for the Commodity Supplemental Food Program- Senior Box.
18. He/she will prepare all necessary letters and reports for the CSFP Program.
19. He/she will attend all United Way meetings for agencies.
20. He/she will attend all United Way of the Bluegrass training and meetings.
21. He/she will attend all Kentucky Nonprofit Network classes that apply to the Food Pantry
22. He/she will prepare all annuals reports.
23. He/she will prepare annual calendar schedules for volunteers and churches.
24. He/she will assist the Financial Committee with budgets.
25. He/she will record all personnel hours

26. He/she will make purchases for food and supplies when needed for the twice-weekly operations.
27. He/she will monitor warehouse food supplies.
28. He/she will defrost freezers.
29. He/she will monitor the alarm system for maintenance and care.
30. He/she will monitor all PMs for equipment maintenance and repairs.
31. He/she will oversee all stockers and prepare lists for commodity foods and what goes out next.
32. He/she will oversee the Oasis Solutions System for client information.
33. He/she will oversee all administrative changes for the Oasis Solutions System.
34. He/she will prepare monthly inventories of Government Commodities.
35. He/she will Monitor all FP assets for tagging.
36. He/she will prepare monthly financials for food expenses and expenses. This will be a more defined report that will be used in budget preparations.
37. He/she will perform necessary donation pickup for food when needed.
38. He/she will prepare all annual donation letters for public donations and fundraising.
39. He/she will notify the Board of all food pantry needs, (equipment, space, food, tire, van maintenance, etc.)
40. He/she will work with the Detention Center staff for inmate volunteers.
41. He/she will attend annual Detention Center training for working with inmates for rules concerning inmates and safety.
42. He/she will maintain a safe working environment for all.
43. He/she must attend Food Manager classes and keep a current license.
44. He/she must attend all food safety classes with God's Pantry Food Bank.

Requirements:

All volunteers must sign Confidentiality Agreements for Feeding America, God's Pantry Food Bank, and Kentucky Proud, as well as read and sign the Civil Rights Agreement.