

## **Job Profile – General Manager: Airdrie Food Bank**

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### **JOB PURPOSE**

The General Manager is responsible for the successful leadership and management of the Airdrie Food Bank in collaboration with the Executive Director.

### **MAJOR RESPONSIBILITIES**

The General Manager is responsible for the following major organizational activities:

- Manage and motivate the office staff team;
- Support programs and projects in development, operations and capacity-building (with ED);
- Ensure that the operation of the Food Bank meets the expectations of its clients and volunteers;
- Building community partnerships through signature fundraising and third party events.

#### ***Operational Planning and Program Management***

- Develop and implement a policy and procedures plan for the Food Bank;
- Oversee the day-to-day operation of the Food Bank.
- Work in consultation with the ED in the planning, implementation and evaluation of the Food Banks programs and services;
- Manage the day-to-day delivery of programs and services of the Food Bank;
- Preparation of grant applications and grant reporting (with ED);

#### ***Human Resources Planning and Management***

- Maintain adequate staffing for proper program delivery;
- Maintain and implement human resources policies and procedures including job descriptions and performance reviews;
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided as well as ongoing performance evaluation and reviews;
- Oversee volunteer management, working with a Volunteer Coordinator to provide ongoing recruitment, training and recognition of volunteers.

#### ***Event Management***

- Plan, manage and execute the Airdrie Food Bank annual events (Shamrock Shimmy and Empty Bowls Arts Festival) meeting budget and fundraising targets;
- Register and support third party events;
- Maintain records of outcomes from events;
- Develop and maintain community partnerships through events;
- Attend and represent the AFB as needed at community events.

### ***Health and Safety***

- Develop and ensure that health and safety practices are being followed;
- Track and monitor incident reporting;
- Ensure that staff training is in place (i.e. safe food handling and first aid);
- Ensure that safe food handling practices are being followed;
- Oversee temperature controls and food handling practices.