



EVERY MEAL

FIGHTING CHILD HUNGER

POSITION TITLE: Operations Manager

ORGANIZATION SUMMARY: Every Meal exists to fight child hunger through community and school partnerships. Through our network of community partners, we work hard to get food to kids who live in food insecurity, which means they don't always know where their next meal is coming from. Every Meal strives to make a difference in children's lives by specifically focusing on food "gaps" - the times when the children aren't at school to access the meal programs. We have had tremendous growth in the last ten years, going from serving one school to over 500 distribution sites, but there are still 300,000 kids in Minnesota who don't have enough to eat.

Every Meal develops and supports successful partnerships between sponsoring community organizations and schools in need. This partnership-based model has allowed us to make a broad and sustainable impact in the fight against child hunger, because we believe that it is not a supply problem, but a distribution problem.

MISSION:

Fight child hunger through community and school partnerships.

VISION:

Every Child. Every Meal. ™

VALUES:

- **Relationships:** All our work relies on intentional relationships. We take care of each other and work together to best fight child hunger in our community. At Every Meal, relationships are key to learning, building, and taking action to create an organization and culture that is welcoming, inclusive, and anti-racist.
- **Commitment:** Ambition and drive are fundamental aspects of our mission and program, and we must employ them every day. We recognize that mere adequacy does not align with our mission. To be a dynamic team, we need versatility and a commitment to getting the job done.
- **Thoughtful Communication:** We use thoughtful communication in all our interactions by being timely, informed, purposeful, and on-brand.
- **Positive Impact:** Our actions must deliver a positive and equitable impact on children and the community through measurable results, continuous improvement, and a dignified experience. We always strive for program growth to provide more nutritious, delicious, and relevant meals to more children through community engagement and innovation.

Every Meal intentionally creates a team-focused environment. While our departments and staff have areas they specialize in, we have a regular practice of events and activities that allow our staff to engage in activities outside of their specialties. For example, staff might help set up and facilitate a mobile packing event or talk to donors during a donor event. While these activities don't happen often, they help us all have a more complete perspective on our organization and recognize that we can't feed more children without working together to accomplish our goals.

POSITION SUMMARY:

The Operations Manager is the primary point person for Every Meal's building and operational vendor relationships. This role is accountable to facilitating smooth and professional day-to-day operations, strengthening service provider relationships, and partners with the Every Meal leadership team to drive cross-functional initiatives in line with the organization's mission and long-term goals.

This role drives organizational excellence through innovative thinking, leadership, and operational best practices to carry out the day to day management of the internal and external infrastructure supply systems of Every Meal's facility, including operational and technology needs. The Operations Manager allows Every Meal to continue to respond in an intentional manner to the variety of needs that regularly present themselves.

This position oversees the Operations Coordinator(s) and reports to the Director of Finance and Operations. This role requires management and oversight of direct report(s), decision making, problem solving, and a high attention to detail.

Every Meal reserves the right to alter job duties at any time, with notice.

KEY RESPONSIBILITIES:

- Model Every Meal core values to all internal and external partners.
- Supervise and support the Office Coordinator(s).
 - Ensure Office Coordinator(s) are equipped via training, clear processes, and ongoing support
 - Provide leadership and direction to the Office Coordinator(s)
 - Manage Office Coordinator(s) workload and schedules
 - Facilitate Office Coordinator(s) performance reviews and performance improvement protocols
 - Promote professional development by coaching and sharing best practices
- Serve as the primary point of contact for Every Meal building, technology, and operational vendors and organization service providers.
- Accountable for vendor recruitment, onboarding, and offboarding per the Every Meal vendor life cycle.
- Maintain and review vendor contracts.
- Review and approval of vendor invoicing and department expense allocations.
- Maintain and execute quarterly review of Every Meal's equipment list for property and inland marine insurances.
- Work with the Director of Finance and Operations to ensure the organization's insurances are accurate and up to date.
 - This includes building, vehicle, and workers compensation insurances.
- Manage and maintain budgets for ongoing building repairs and projects.
- Conduct monthly building safety and repair checks.
- Provide quarterly reports on all facets of the building and expected repairs.
- Ensure basic office infrastructure and resources are functioning properly to support the current needs of Every Meal.
- Develop and plan the organization's safety goals and objectives.
- Work with Operations Coordinator to maintain building supplies and technology list
 - Ensure the lists are accurate and up to date
 - Provide quarterly reports to the Director
- Provide weekly progress reports and status updates to Director of Finance and Operations.

- Ensure all position related processes are documented, understood and followed.
- The above are key responsibilities and do not necessarily include all responsibilities of this role.

QUALIFICATIONS:

- Demonstrated understanding of and agreement to Every Meal's mission to fight child hunger through community and school partnerships.
- Demonstrated understanding of and agreement to Every Meal's values.
- 7+ years in Operations management, Project Management, administrative leadership (or comparable work)
- Experience supporting financial management tasks, including budgets, expense tracking, allocations, invoicing.
- Strong organizational and project management skills, with the ability to manage multiple deadlines and details.
- Working knowledge of Google Workspace, Microsoft Office, and willingness to learn additional cloud-based systems.
- Proven organizational, follow-up, and problem-solving skills.
- Ability to work independently and as part of a team.
- Demonstrated ability to work with diverse individuals across the organization and community
- Detail oriented.
- Ability to manage multiple projects to deadline in a fast-paced environment.
- Strong oral and written communication skills.
- Adaptability and Flexibility to handle needs and tasks as they arise.

TRAVEL REQUIREMENTS:

- Be prepared for occasional travel using personal vehicle.
- A clean driving record and regular access to a reliable vehicle to perform work-related business is required.
- All Staff: Regular access to a reliable vehicle or ability to use public transportation.
- All Staff: A clean driving record maintained throughout employment.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and reach with hands and arms. The employee is required daily to stand, walk, and sit; the employee is required to climb or balance; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust visual focus. Specific hearing abilities required by this job include the ability to hear and understand spoken conversations in close and far range in a loud warehouse environment.

- Office Positions: Regularly required to stand or sit for long periods of time.
- Everybody: Ability to use a computer, phone, keyboard and other technology regularly to complete job requirements.
- Everybody: Ability to push, pull, and lift a minimum of 30 pounds regularly.
- Everybody: Ability to bend, twist, and use fine manual dexterity.

SUPERVISED BY: Director of Finance and Operations



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HOURS: In office, Monday through Friday

STATUS: Salary/Exempt, minimum 40 hours per week

ADDITIONAL BENEFITS:

- 5 weeks general PTO, accrual based on hours worked per pay period
- 10 Paid Holidays
- 16 hours volunteering outside of Every Meal
- 6 Summer Fridays off with pay
- Flexible work environment
- Medical/Dental/Vision Group Benefit Plan
- Video and in-home primary care clinic Eligibility
- Short- & long-term disability
- Up to 4% organization match of Retirement Plan
- Life Insurance
- Cell Phone Allowance

Equal Employment Opportunity

Every Meal is an equal opportunity employer committed to equal employment and advancement opportunities for all. Employment decisions at Every Meal are based on community needs, job requirements and individual qualification. People of Color, LBGTQ, Veterans, and those with disabilities are encouraged to apply. Every Meal is committed to achieving a diverse workforce and to the growth and development of individuals from the communities we serve. We are continually working to improve being an organization that is welcoming, accepting, and equitable for those on our team, our partners, and the community, especially the part of our community that is BIPOC and/or traditionally and/or currently marginalized.