

FOOD MARKET OPERATIONS MANAGER

Employment: Full-Time, 40 hours per week

Reports to: Program Director

Schedule: Monday - Friday from 7:30 am – 4:00 pm

Pay Rate: \$22 - \$24 per hour

Job Summary

Reporting to the Program Director, the Food Market Operations Manager's primary responsibilities are overseeing the monthly procurement budget, inventory management, ensuring food safety, and equipment maintenance. The manager will work closely with other IFCS staff members to ensure that the Food Market is a community driven effort through donations, volunteers, and outreach. The Food Market serves households struggling with food insecurity where access to nutritious food is a challenge throughout Denver Metro Area. We believe everyone deserves to be healthy, and that individual access to nutrition affects the overall health of our community.

Primary Responsibilities

Food Procurement, Inventory, and Distribution

- Work with Program Director to ensure food items meet the nutritional standards and are culturally relevant for the demographics served.
- Manage the monthly food procurement budget expenses for The Market @ IFCS.
- Oversee food delivery calendar by communicating with vendors and distributors about delivery times.
- Establish equitable distribution protocols of food and non-food items based on household size.
- Reconcile inventory count to ensure an accurate count of food in and food out and forecast food needs based on client demand.
- Create reports on food distribution for the Program Director to analyze future purchasing plans.
- Leverage donated food and non-food items to maximize inventory.
- Maintain purchasing records and submit invoices to the Accounting Clerk.

Food Safety, Facility Upkeeping, and Compliance

- Ensure compliance with food safety regulations, including monitoring expiration dates, proper stock rotation, and food handling protocols.
- Maintain compliance with all Food Bank of the Rockies standards, including civil rights and food safety requirements for the receiving, handling, storing, and distributing of food products.
- Maintain compliance with all TEFAP (The Emergency Food Assistance Program) standards, including ensuring the completion of training, cleaning, and other required documentation.
- Work with the Development Director to ensure the food donations are in alignment with The Market's food procurement goals.

- Maintain a clean, well-ordered food market facility and upkeep of all equipment.
- Actively provide feedback about volunteer training to the Volunteer and Training Specialist to ensure volunteers are following food safety protocols.
- This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee. They may change, or new ones may be assigned at any time with or without notice.

Qualifications

- At least 2 years of administrative work that involves managing budgets, vendor coordination, and calendar organizing
- Proficient skills, specifically in Microsoft Office products (Excel, Word, etc.)
- Project management skills to juggle multiple tasks and time management
- Skilled in problem-solving and critical thinking, to adjust to unexpected situations
- Excellent communication skills when working with a team in a changing work environment
- Works with diverse groups and proactively makes the work environment safe
- Active Driver's License and able to drive a cargo van
- Past work or volunteer experience working in food pantries or food distribution centers

Working Conditions

This work is performed on-site in an office and warehouse setting. Daily activities involve moving around the warehouse, lifting, and carrying items that weigh at least 20lbs - 25 lbs. Food Market Operations Manager's must be able to work on a computer for long periods of time, and able to operate machines and drive a cargo van. Occasional work on weekends to assist with holiday food distribution, large food drives, and fundraisers.

Employee Compensation and Benefits

This is a full-time exempt position. IFCS offers a competitive non-profit salary for organizations of comparable size. The range for hourly pay, based on experience, is \$22 - \$24 per hour.

Benefits include: Paid Time Off, Paid Holidays, AD&D Insurance, Employer-Matched 401(k) retirement plan, 100% paid health and dental insurance for the employee (optional coverage for family members at the employee's expense).

How to Apply

To submit your application, please send a cover letter and resume to ifcs@ifcs.org with the subject line "Food Market Operations Manager." This position will begin on September 01, 2026.

Equal Employment Opportunity

Integrated Family Community Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.