

**Manna Food Center Seeks Market Manager for new Silver Spring Market  
To apply send cover letter and resume to [jobs@mannafood.org](mailto:jobs@mannafood.org) by June 30, 2019**

POSITION TITLE: Market Manager – East County Market  
REPORTS TO: Director of Logistics  
STATUS: Exempt, Full-time, 40 hours.  
LOCATION: Silver Spring, MD

Manna Food Center has been providing food assistance to residents of Montgomery County, MD for over 35 years. Through food distribution, education, and advocacy Manna is working to eliminate hunger. Our vision is a community where all people at all times have access to safe, sufficient, nutritious food in order to lead fulfilling lives and contribute to making Montgomery County a place where all live in dignity. The Market Manager leads a team that offers food service to our neighbors experiencing food insecurity. This individual is responsible for helping to establish and maintain a food bank choice market that fits the organization's intention of providing good food in welcoming spaces. This market is a critical aspect of Manna's vision of a community where everyone prospers and all residents have access to the food needed to live active and healthy lives. The Market Manager ensures that the market is properly stocked and displayed in such a manner that program participants may make food selections in a space that is clean, well-organized, and in accordance with applicable organizational mission guidelines and local regulatory requirements. The Market Manager will train and supervise market volunteers to assist in this process. The position is located in our soon to open daily choice market in the Eastern part of Montgomery County.

**Summary of essential job functions**

- Provide participant-centered leadership for daily food distribution site
- Maintain the overall coordination, direction, and planning of marketplace activities and volunteers
- Ensures the storage, food display and distribution area are clean, sanitary, safe, and free from pests
- Stock shelves, organize food displays, handle boxes and trash
- Order and stock merchandise according to organizational guidelines while maintaining product quality
- Know about and follow food storage and distribution guidelines of Montgomery county
- Collaborate with multiple teams across Manna and communicate status, needs and future plans with supervisor and senior management
- Continually consider and discuss ways to include Manna participants in program design and implementation.
- Ensure that excellent customer centered services are provided to program participants
- Maintain all required paperwork for the Marketplace
- Makes thoughtful contributions to the strategic objectives of the agency in collaboration with other managers
- Assists the Logistics Team with other duties as assigned

**Minimum requirements**

- Bilingual fluency preferred
- ServSafe certification and Certified Food Manager status or ability to obtain certification and manager status within 90 days of hiring

- Demonstrated leadership ability such as managing a grocery store or market
- Minimum 1 year of supervisory experience with volunteers or staff
- Demonstrated ability to read, write, and respond to reports, billing, and inventory control paperwork
- Ability to multi-task effectively and handle a wide variety of concurrent responsibilities
- Excellent communication, organizational and time management skills
- Demonstrated proficiency with Microsoft Office software suite
- Ability to participate in cleaning activities as required

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Environmental Conditions**

While distributing food, the employee will be exposed to a wide array of environmental conditions including extreme heat and cold, rain, snow and ice. The employee must be able to work in these conditions for up to 3 hours at a time.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and are subject to change at any time. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Equity Commitment**

Manna Food Center is committed to serving as an ally for racial justice and is proud to be an Equal Opportunity Employer. We are fully committed to equity in our workplace and society and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, and national origin. Community members with lived experience of our service area are encouraged to apply.

### **Salary**

Manna is committed to providing fair compensation, depending on experience, and in the context of the not-for-profit marketplace. A generous leave package and professional development opportunities are offered. Health care, retirement and short-term disability is available. Salary range is \$20-24 per hour.