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**WESTERVILLE AREA RESOURCE MINISTRY  
JOB DESCRIPTION**

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<b>JOB TITLE:</b> Market Supervisor	<b>DATE:</b> 9/30/2021
<b>INCUMBENT:</b>	<b>FLSA STATUS:</b> Non-Exempt
<b>DEPARTMENT:</b> Resource Center	<b>PREPARED BY:</b> L. Barkhurst
<b>REPORTS TO:</b> Facility and Nutrition Services Manager	<b>APPROVED BY:</b> Executive Director

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**PRIMARY OBJECTIVE:**

The primary responsibility of this position is to oversee the day to day operations of the WARM food market, including but not limited to supervision and coordination of food market volunteers, purchasing and restocking of food market items along with cost and quality control.

**NATURE AND SCOPE:**

This position reports to the Facility and Nutrition Services Manager and interacts with clients, volunteers, staff, local businesses, vendors, churches and civic organizations.

This position is 35 to 40 hours per week, Monday through Friday. Hours of duty will generally be 7:30am – 4:00pm with a half an hour for lunch. Occasional early morning, evening or weekend hours may be required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains safe, secure, clean, healthy and efficient operation of the food market.
- Coordinates food supply procurement, rotating stock and handling.
- Orders and purchases food, supplies and small wares from vendors and local food bank.
- Works in conjunction with Volunteer Services Manager to coordinate volunteer staff (adult and teen) for proper coverage of market including scheduling, training and appreciation.
- Responsible for implementing and maintaining food market policies and procedures.
- Works with Manager to maintain market equipment, ensuring regular maintenance or repairs are completed.
- Prepares necessary market/client data reports.
- Assists Department Manager with annual market financial budget.
- Collaborates with Distribution Center Coordinator pertaining to inventory, stocking, sorting, date checking, deliveries, etc.
- Develops and maintains relations with various donors, vendors and community groups.
- Coordinates and prepares reports of tri-annual weighing of clients' groceries and annual inventory process.
- Coordinates Farmers Markets throughout the year.
- Prepares monthly and year end reports for Manager and Director.

- Serves as a team member for special events.
- Works with Department Manager and other department staff to plan and implement programs and services related to the food market.
- Reports direct store pickups to Mid Ohio Food Bank daily
- Oversees Online Choice Market inventory levels, monitoring quality and amounts to ensure client satisfaction.
- Performs other duties as assigned by Department Manager or Director.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and /or ability required. The physical requirements and work environment described is representative of those an employee encounters while performing the essential functions of this position.

- Must have a high school diploma or equivalent. Associate's or Bachelor's Degree preferred.
- Two to five years' experience in food distribution, retail or food service and / or inventory control preferred.
- Valid Ohio Driver's License (ability and willingness to drive WARM vehicles.)
- Experience working / volunteering in a food pantry or non-profit organization is a plus.
- Excellent organization, communication and people skills are required.
- Pleasant, helpful and compassionate attitude.
- Ability to communicate, supervise and instruct persons of varying age, race, cultural and socioeconomic backgrounds.
- Sound financial budgeting and recordkeeping skills.
- Ability to supervise others in a work environment.
- Strong attention to detail, ability to set priorities, effective time management.
- Experience in Microsoft Office software including Word, Excel and Outlook.
- Nutritional background a plus.

### **PHYSICAL REQUIREMENTS AND ENVIRONMENT:**

The position requires the ability to regularly lift up to 50 pounds. The employee sits at a desk one hour or more in a given day and stands and walks frequently. This position works with product in cooler and freezer daily.

Casual attire is recommended. Rubber soled, closed toed shoes.

EOE