



## Safety, Compliance and Risk Manager

- Are you an experienced Occupational Health and Safety leader with experience in the supply chain field?
- Do you have a firm belief that no individual in Alameda County should go to bed hungry?
- Are you ready to be a part of one of the Bay Area's top nonprofits — and a nationally recognized leader in hunger relief — mission towards a more nourished Alameda County?

If you immediately said, "That's me!", the Alameda County Community Food Bank could be looking for *you* as our next **Safety, Compliance and Risk Manager!**

The Safety, Compliance and Risk Manager reports to the Vice President of Operations and works closely with the Warehouse & Facilities Manager, Transportation Manager, Finance and People and Culture teams. The SCR Manager will lead three key functions: employee and visitor safety, compliance with regulations, risk mitigation and management. The role requires familiarity and comfort applying a broad range of standards as applicable to different facets of operations. Maintaining and updating policy according to the changing regulatory landscape, creating appropriate response protocol, then working across teams to train and implement are primary responsibilities for this role. This position supervises Security staff and manages third-party safety and security companies, and related vendors.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for 35 years. As one of the most efficient direct-impact organizations in the country, few nonprofits are as well-respected — or have a bigger impact on the community — as us. We are a dedicated group of mission-driven people who serve 1 in 5 county residents and will provide enough food for 30 million meals this year. But that barely scratches the surface of all our work. We're changing lives ... we're forward thinkers who encourage innovation ... we're proud of our work ... and we're having fun doing it!

With our new strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power, and privilege as part of our organizational commitment to equity, diversity, and inclusion. Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Organizational Risk and Compliance

- Perform regular, on-going risk assessment of environmental, operational, and functional systems that impact staff safety-health and regulatory compliance. Provide evaluation in relevant areas to include analysis and mitigation strategies to strengthen existing protocols, with a focus on regulatory compliance. Facilitate collaborative org-wide process to update risk assessment annually.
- Develop and implement a loss prevention policy and regularly monitor and assess.
- Work with internal stakeholders to develop/update risk management policies and procedures. Ensure compliance with all regulatory standards impacting Food Bank operations, including those that are department or function specific, and those that are cross-functional and wide-reaching across departments.
- Maintain an understanding of the level of risk the Food Bank is willing to accept. Consult with senior management on questions related to risk management and advise action steps based on industry standards.
- Manage the maintenance and communication of the business continuity plan, facilitating department annual updates.
- Manage and maintain safety software tracking systems and develop ongoing safety metrics tracking progress towards goals.
- Develop and execute network disaster preparedness program.
- Lead ACCFB ICS training and BAFB (Bay Area Food Banks) Mutual Assistance Agreement training and maintenance.

- Investigate all accidents and incidents and take appropriate actions. Ensure timely communication and documentation with HR for worker's compensation purposes as applicable.
- Manage direct reports: Security Associates and any safety related third party vendors.
- Manage building, environmental compliance, reporting and permits with government entities.
- Work collaboratively ensuring regulatory compliance of AIB (American Institute of Baking), BIT (Bi-Annual Inspection of Terminal), Food Defense Programs and other regulatory safety programs.
- Build and manage an enterprise safety performance metrics program.
- Serve as primary point of contact for the purposes of external, regulatory audits and inspections.

#### Employee/Visitor Safety Program

- Develop and communicate org-wide safety policies and procedures (ACCFB's IIPP, Safety Manual, Basic Emergency Action Plan). Ensure safety policies and procedures address regulatory requirements at a minimum (e.g., OSHA, DOT, food safety, etc.).
- Assess org-wide safety training needs of staff. Manage calendar and content of org-wide staff training program.
- Assist department leaders in the safety assessment and development of safety materials/training for specific employees such as field staff, truck drivers, etc.
- Facilitate calendar and content of org-wide safety committee and related meetings. Support committee chairs/sponsors.
- Conduct safety training including new hire, annual, follow up and regular topical training and provide safety educational materials to improve risk awareness for all employees.
- Conduct safety audits of facility and work to resolve unsafe working conditions with the Warehouse & Facilities Manager
- Safety programs will include security, everyday safety, emergency preparedness and drills, ergonomics for employees, visitors, and volunteers. Coordinate and oversee ergonomics program.

#### Administer Insurance Program

- Administer all insurance documentation: certificates of insurance, renewals, and claims related to General Liability, Property, Volunteer, Employers Liability, Auto, and Workers Compensation insurance.
- Manage incoming and outgoing certificates of insurance in accordance with contractual obligations.
- Assist with and coordinate renewals of insurance policies with Finance and HR.
- Gather information and documentation for insurance claims with Finance and HR.
- Manage claims for damage directly with the at-fault party or their insurance to obtain payment.
- Assist with contracts and agreements (leases, suppliers, customers, and services) to ensure insurance adequacy and indemnity provisions are acceptable.

#### Other Duties

- Perform work in support of advancing a shared understanding about ACCFB's equity and inclusion journey, work and learnings.
- Managing the daily closing of office building.
- All other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Required Competencies

- B.S. Degree in Occupational Health and Safety, Environmental Health and Safety and a minimum of 5-7 years in a management role involving Health and Safety functions. Strong knowledge of OSHA regulations required.
- Extensive knowledge of safety culture, high reliability concepts, and cause analysis.
- Proven track record of creative, effective, and measured solutions to eliminate risk hazards.
- Strong computer skills including Microsoft/Google office software, video conferencing, database programs, and web-based research.
- Highly effective written and verbal communication skills, including ability to sequence concepts logically; gain understanding of complex material; clarify, and clearly and concisely articulate, complex information and concepts in an approachable manner that makes them easily understandable to decision makers.

- Ability to build credibility across all levels of the organization.
- Ability to effectively identify issues, research and analyze complex matters, assess potential exposure, and propose alternative courses of action.
- Ability to think through and evaluate practical consequences of alternatives and strategies.
- Ability to exercise creativity, innovation, and resourcefulness to address issues and resolve problems.
- Ability to keep specialty field of knowledge current and learn and gain experience in new areas of specialization as our needs evolve over time.
- Ability to work outside of normal work hours, on weekends and evenings, as needed.
- Valid California Class C Driver's License, insurable driving record and access to vehicle for spontaneous local travel.

#### Preferred Qualifications

- Prior experience with DOT regulations, Cal-OSHA Distribution Center Management, Alameda County SERV Safe, Food Storage Safety (AIB), office ergonomics and other relevant safety certifications.
- In-depth knowledge of the commercial insurance industry.
- High degree of people talent training experience

#### **PERSONAL ATTRIBUTES AND VALUES**

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, and diversity.
- Impeccable integrity and honesty
- Servant-leadership mentality with a sense of humor!
- Strong work ethic with an orientation towards constant innovation, learning and process improvement.
- Exhibit calm under pressure and demonstrate leadership qualities in stressful situations.
- Innovative self-starter and problem solver with a bias towards action.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances.

#### **PHYSICAL REQUIREMENTS**

This work is located in an office environment. Physical activities necessary in the performance of this job: ability to sit at a computer workstation for up to five hours at a time, ability to move throughout the 118,000 sq ft. Food Bank facility in performance of duties, and ability to bend, lift and carry up to 30 lbs. on occasion. Ability to communicate in a clear speaking voice in person, before large groups and over the phone. Ability to interpret instructions and questions when asked. Ability to operate computer equipment. Insurable driving record with access to transportation to travel to local events and meetings with external parties.

#### **COMPENSATION AND BENEFITS**

This is a full-time, exempt position working Monday – Friday, 7:00 a.m. to 3:30 p.m. (7.5 hour workday, 1 hour unpaid lunch break). The non-negotiable starting salary is \$98,358.00 per year. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO or PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 15 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

**If you meet these qualifications and want to join our mission, please send your *resume and answer the application questions* on our Careers page located at <https://www.accfb.org/careers/>**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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