



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

Helping People. Changing Lives.

Job Title: Food Bank Manager
Department: North State Food Bank
Reports To: Chief Operations Officer
Location: Oroville, CA
Employment Status: Full-Time/Non-exempt

Position Overview:

We are seeking a passionate and experienced Food Bank Manager to lead our North State Food Bank in its mission to alleviate hunger and mitigate the effects of poverty in our community. This critical role requires a dedicated leader with a proven track record in food bank operations, deep knowledge of food distribution programs such as The Emergency Food Assistance Program (TEFAP), and a commitment to ensuring food security for low-income families. The Food Bank Manager will oversee daily operations, foster strategic partnerships, and drive program efficiency while upholding the values of inclusivity and service.

Key Responsibilities:

1. **Program Management:**
 - Oversee and manage all aspects of food bank operations, including inventory acquisition, storage, and distribution.
 - Ensure compliance with TEFAP regulations and all other federal, state, and local requirements.
 - Develop and implement strategies to enhance food distribution capacity and program efficiency.
2. **Partner and Community Relations:**
 - Build and maintain strong relationships with partner agencies, donors, and community organizations.
 - Act as a liaison with government entities, advocacy groups, and other stakeholders to address food insecurity.
 - Represent the organization at community events, meetings, and conferences to promote the food bank's mission.
3. **Volunteer Coordination and Staff Supervision:**
 - Recruit, train, and manage food bank staff and volunteers to ensure smooth daily operations.
 - Provide mentorship and professional development opportunities for team members.
 - Foster a welcoming and inclusive environment for staff, volunteers, and clients.
4. **Financial Oversight:**
 - Develop and manage the food bank's budget, ensuring financial accountability and sustainability.

- Oversee grant applications, donor contributions, and funding opportunities to support food bank operations.
- 5. Operations and Safety Compliance:**
 - Ensure all food bank facilities adhere to food safety standards and OSHA regulations.
 - Oversee fleet management, including the scheduling and maintenance of delivery vehicles.
 - Implement risk management strategies to protect resources, staff, and clients.
- 6. Data and Reporting:**
 - Maintain accurate records and prepare reports on food bank operations, distribution metrics, and compliance requirements.
 - Use data analytics to identify trends, improve service delivery, and support decision-making.

Qualifications:

- Minimum of 3–5 years of experience in food bank operations, nonprofit management, or a related field.
- Knowledge of TEFAP, food safety standards, and inventory management best practices.
- Proven ability to manage budgets, supervise teams, and coordinate logistics.
- Excellent communication, leadership, and organizational skills.
- Proficiency in Microsoft Office and familiarity with database management systems.
- Valid driver’s license and the ability to travel within the region as needed.

Preferred Qualifications:

- Experience working with diverse populations and a strong understanding of poverty-related issues.
- Familiarity with grant writing and donor relationship management.
- Certifications in food safety or warehouse management.

Work Environment and Physical Requirements:

- Ability to lift up to 50 pounds and stand for extended periods.
- Willingness to work occasional evenings and weekends as needed.
- Hybrid office/warehouse setting with some travel required.

How to Apply:

To apply, please submit your resume. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer:

Community Action Agency of Butte County, Inc. is an equal opportunity employer and welcomes candidates from all backgrounds to apply.

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