

Second Harvest of Coastal Georgia, headquartered in Savannah, GA, serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities who are at risk for hunger throughout 21 counties of coastal Georgia. Last year, Second Harvest provided more than 25.8 million pounds of food to hungry people in our area through a variety of programs.

We are currently hiring a full-time, permanent **Brunswick Operations Manager** to be based in our Southeastern Branch location in Brunswick, Georgia.

General Description/Position Summary: The Branch Operations Manager's responsibilities include warehouse operations, inventory control and distribution, community relations, and team leadership. The Southeastern Branch serves Brantley, Camden, Charlton, Glynn, McIntosh, Pierce, and Wayne counties.

Salary: \$63,000-\$65,000 annually

Essential Job Duties:

1. Help develop and administer the branch annual budget, meeting performance targets for revenue and expenses, and reporting on budget variances.
2. Establish and implement systems for meeting monthly, quarterly, and annual organizational and program goals.
3. Supervise and develop team members, including performance counseling and annual appraisals.
4. Serve as the on-site organizational representative for branch capital improvement and facility projects.
5. Ensure prompt receipting, invoicing, transport, evaluation, storage and distribution procedures for all incoming and outgoing products. Ensure that proper inventory control procedures are in place, including daily tracking, weekly, monthly, and annual inventory counts.
6. Supervise maintenance and sanitation of the facility in accordance with Feeding America, AIB, USDA, and other applicable food handling standards, including freezers and coolers.
7. Represent Second Harvest at community events, presentations, and tours.
8. Foster and encourage collaborative team relationships with all Second Harvest departments.
9. Community liaison for local disaster response.

Other Job Duties:

1. Participates in the organization and implementation of special projects as directed.
2. Assist in the development of relationships with local food donors and agencies.
3. Additional duties as assigned by the CEO and Director of Operations.

Applicant Qualifications:

- Demonstrated passion for the mission of Second Harvest of Coastal Georgia and a commitment to ensuring operational excellence that supports our efforts to alleviate hunger and serve our communities with dignity.
- Required: Bachelor's degree or combination of education and experience in a related field.
- 3-5 years of progressive experience with increasingly responsible positions with accountability for staff supervision and volunteer management in the public or private sector.
- 5-7 years of warehousing, logistics, inventory, or operations experience.
- Excellent verbal and written communication skills as well as excellent time management skills; strong organizational skills and ability to multitask.
- Ability to interact effectively with individuals of diverse backgrounds, experiences and personalities.
- Superior ability to develop and sustain positive relationships with team members, volunteers and other stakeholders.
- Strong computer skills with proficiency in Microsoft Office Suite applications. Experience with inventory management systems required.

Please submit an interest letter and resume to amahoney@helpendhunger.org to apply!

Second Harvest of Coastal Georgia is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws