



Position: Operations Support

Status: Exempt, approximately 18 hrs/week

Posting Date: September 6, 2018

Position Begins: October 8, 2018

Duties:

- Share in distribution shift management coverage, including Wednesday evenings, Friday days, and some Saturday afternoons
- Provide leadership for one weekly food delivery
- Assist with set-up through clean-up of all food and merchandise programs on a given day, including office support
- Evaluate current operational processes and recommend improvements.
- Analyze root causes of operational problems and help to find solutions
- Manage job flows to ensure timely completion
- Recommend process improvements to improve efficiency and cost-effectiveness.
- Address guest issues promptly and with grace.

Requirements

- Must understand and adhere to the mission and vision of Feast of Justice
- Should be creative, flexible, grace-filled, and calm under pressure
- Must be available for biweekly staff meetings at a mutually agreed-upon time
- Must attend (monthly) Feasting Circle meetings once per quarter and be responsible for content at meetings not attended.
- Must be willing to be available to consult with other staff on above matters when absent via phone and email
- Must be comfortable as office presence on scheduled dates—answering phones, working with donors, supporting volunteers
- Participates in vacation/special event coverage as needed
- Must have computer proficiency, including experience in MS Word, MS Excel, and database experience
- Must maintain ServeSafe certification
- Should provide support, encouragement, and assistance to volunteers in other Feast of Justice programs, at the discretion of the director
- Must possess clean driving record and be willing to operate business vehicle

To apply: Please email a cover letter describing why you are a good fit, along with your resume to Rev. Tricia Neale, Executive Director at director@feastofjustice.org or Feast of Justice; 3101 Tyson Ave; Philadelphia, PA 19149. Feast of Justice is an equal opportunity employer.