Job Title: Produce Repack Manager  
Status: Full Time, Exempt; Benefits Eligible  
Reports to: Director of Produce Operations

Position Description
The Arizona Food Bank Network (AzFBN) Produce Repack Manager is based in Rio Rico/Nogales, AZ and is responsible for overseeing our repack program, including employee engagement, performance management and inventory management. The Produce Repack Manager will support the development of policies and processes related to the program. This position works to serve the Southwest Produce Cooperative and AzFBN member food banks as we work together toward our goal of obtaining healthy and nutritious food for clients. Successful candidates for this position will value the AzFBN vision of a hunger-free Arizona, joining a small but mighty team.

Key Skills, Knowledge and Abilities:
- A strong commitment to the AzFBN vision and mission.  
- Self-starter who exercises initiative to plan, organize, and execute tasks with minimal supervision.  
- Ability to motivate and engage a team to effectively build and maintain positive relationships.  
- Strong oral and written communication skills.  
- Ability to think strategically and to resolve problems.  
- Excellent time management skills and long-range planning abilities.  
- Strong organizational and negotiating skills.  
- Computer proficiency in Microsoft Excel, Outlook, Word, and other programs.  
- Ability to gather information from a variety of sources, plan, organize and effectively present concepts and recommendations to groups.  
- Desire to work in a changing environment that supports program growth.  
- Ability to work with a customer/donor focus.  
- Knowledge of warehouse safety and safe handling standards and practices, or a willingness to learn.

Primary Responsibilities:
- Oversees daily activities of Repack Team Members to accomplish produce repack goals.  
- Manages line product order and menu creation. Plans daily production runs and ensures correct product mix and supplies are available for the repack line.  
- Actively engages employees and creates a welcoming, safe, and positive experience.  
- Provides orientation, training, and guidance to Repack Team Members.  
- Ensures team compliance with standards for proper safe handling and storage of all repack food items.
Ensures cleanliness of the repack work areas and equipment in compliance with all health codes and standards applicable to food storage and distribution.
Participates in regularly scheduled inventory counts and cycle counts of inventoried products.
Supports the Produce Supply Chain Manager in kitting processes in the Repack Inventory Management software.
Participates in monthly compliance self-inspections.
Ensures daily tasks are complete, including equipment and cleaning logs, and that Repack Team Members follow all guidance so the program complies with all food safety and handling procedures. Provides support (including repack team support) to the produce operations team as requested by the Director of Produce Sourcing and the Assistant Vice President, Supply Chain Operations.
Supports product tracing and recalls as needed.
Assists in the development of policies, procedures, methods, and standards of best practice for produce operations activities and functions.
Responsible for maintaining excellent customer service relations with all external partners, as well as internal produce operations and repack personnel.
Assists in assessing and identifying job training opportunities to support future program development. Other duties as assigned.

Minimum Qualifications for Education, Training and Experience:
- A minimum of 5 years’ experience in warehouse or repack operations, preferable in leading diverse teams. Bachelor’s degree or equivalent experience preferred.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Bilingual (English/Spanish) preferred. Basic English speaking and writing skills required.
- Current Food Handling Certification or ability to obtain within 90 days of employment.
- Ability to become certified on warehouse power equipment (including forklift) within 60 days of employment required.
- Ability to work occasionally outside of regular office hours and on weekends during peak produce season.
- Previous experience in food bank sourcing, logistics or inventory control a plus.
- Knowledge of food safety and proper food storage and handling techniques.
- Supervisory or management experience required.
- Experience with job training and workforce development programs a plus.

Salary Range: $52,500-$58,500 depending upon experience and qualifications.

To Apply: Please forward a cover letter and resume with details of prior experience to Dana Yost at dana@azfoodbanks.org.