FedUp Ministries

People. Dignity. Quality. Service
An Interfaith, ELCA Initiative

Director of Programs & Operations (Full-Time, Salaried)

FedUp Ministries is a religious and a secular non-profit organization in Washtenaw County, Michigan. FedUp serves nutritious meals with dignity to communities who are food insecure and financially exploited by unjust racial and economic systems in the United States. We operate a food truck, serve catering meals from our commissary kitchen, and employ people from the communities we serve. We also run WashUp, our mobile shower and laundry facilities, and LiftUp, a meal service with a worship component. We are engaged in social justice advocacy in and around Washtenaw County.

FedUp is a justice-minded organization that values people, dignity, quality, and service. As part of this position, our staff members have the opportunity to participate in regular training and conversation around these values. Examples of required staff and board member training: antiracism, queer inclusion in religious (especially Christian) settings, de-escalation, harm reduction, alternatives to calling the police, and kitchen safety/SOPs.

FedUp Ministries is looking for a Director of Programs & Operations: a "player/coach" who will lead our programming and run our day-to-day operations. As FedUp grows toward our permanent home, this person will become the leader of all program staff and the person who makes our programs happen, every day. They will be a gifted logistician and problem solver, a creative thinker with a strong work ethic, and someone for whom the meaning and purpose of this work is truly exciting. They will have a pastoral heart: they care for other people and know how to build and manage healthy relationships with staff, volunteers, and donors. They will know how to do everything in programming, from the kitchen to the trucks and trailers, and will be able to step in wherever needed.

This position will report to the Executive Director and work closely with the Associate Director and the FedUp leadership team. Interested applicants should email info@fedupministries.org with questions and a resume OR a brief description of why they are interested in this position. Please include your phone number. **FedUp staff will begin contacting applicants the week of November 2nd.**

Program & Operations Responsibilities

- Lead and manage all FedUp programs (food truck, catering and commissary kitchen, WashUp, LiftUp, and the employment program), commanding the day-to-day work and making sure it happens with quality and dignity
- Serve as backup to FedUp's program leaders and directors, and help with the logistics of all programming
- Hire, train, schedule, supervise, and support program staff and volunteers

- Build and manage healthy, caring relationships with staff, volunteers, and donors
- Hold or be willing to obtain ServSafe Manager Certification and ensure kitchen safety protocols are followed by every program staff member and volunteer
- Be responsible for the quality of every meal that leaves the kitchen, with a commitment to culturally appropriate meals for FedUp's various contexts
- Understand dietary restrictions, the severity of food allergies, and properly labeling food
- Oversee shopping lists, ordering, and food pickup from food partners, suppliers, gardens, and community partners
- Safely drive and operate equipment like the Food Truck, Shower/Laundry trailers, and FedUp vehicles, and oversee equipment maintenance following maintenance schedule
- Oversee daily, weekly, and monthly program-related inventory and cleaning, and maintain cleanliness of programming areas like the kitchen, food truck, and other equipment
- Support meal program functions by ensuring complete menu planning, food shopping, and staff supervision
- Support all program functions by maintaining all-program map/calendar, maintenance schedule, and ensure compliance with SOPs in day-to-day program operations
- Solve logistical problems creatively and quickly as they arise
- Follow and oversee opening and closing procedures for facilities
- Lead daily wrap-in and wrap-out meetings with relevant team members at the beginning, during, and end of shift
- Engage with members of the community we serve in authentic and positive ways, and be open to relationship building with our community, including volunteers
- Collaborate with other program leaders and directors in the weekly planning meeting
- Join the Executive Director, the FedUp Board of Directors, other FedUp leadership team members, and community members in envisioning the direction of our programs as they adapt to our community's ever-changing needs

Requirements

- Open availability, including some early mornings, evenings, and rotating weekends
- Staff management experience
- Food service management experience
- Strong logistics and problem-solving skills, creative thinking, and a strong work ethic
- A pastoral heart and the ability to build effective relationships with our community, including guests of our services, staff, volunteers, and donors
- Excitement about the meaning and purpose of FedUp's work
- Ability to operate and handle equipment, including a valid driver's license (no special endorsements required) and reliable transportation

- ServSafe Manager Certification, which we will help you obtain if you don't already have it
- Ability to lift up to 50 lbs
- Strong verbal and written communication
- Attention to detail
- We are flexible and are willing to work with the right candidate who has childcare needs, a felony conviction, etc.
- Attend monthly staff meetings
- Commitment to FedUp's values; required trainings include antiracism, queer inclusion, de-escalation, harm reduction, alternatives to calling the police, and kitchen safety/SOPs

Schedule and Pay Range

- $60,000+ per year, dependent on experience
- Full-time, with open availability needed; schedules vary with program needs and may include early mornings, evenings, and rotating weekends