

POSITION IDENTIFICATION

Position Title: General Manager

Reports To: President

Number of Reports: Direct: Day Supervisor(s), Truck Drivers, Plant Maintenance Teams

POSITION SUMMARY

The General Manager is responsible for supervising and directing human and other resources. General Manager is also required to be fiscally responsible for budget costs. Ensures Board Policies are followed and is authorized to manage overtime, time off or leave of absence needs.

The General Manager will give oversight to all assets and operation of the Okanagan Gleaners. Creates an efficient operation and meets the Board's vision of feeding some of the hungry of the world with a quality soup mix.

KEY RESPONSIBILITIES AND EXPECTATIONS

- Liaise with and direct the Production Supervisor
- Direct training for volunteers
- Manage the acquisition and movement of product/equipment/materials in an efficient manner
- Manage all documents for transporting equipment, product and materials for plant operation
- Liaison with other gleaner societies
- Maintain the plant in good operating condition including building, equipment and grounds
- Supervise plant tours, volunteer booking, RV site reservations and volunteer recruitment
- Communicate with produce providers
- Liaise with all special volunteer project teams and committees as needed
- Oversee equipment maintenance and repair scheduling.

Skills/Qualifications:

- Excellent communicator, Project Management, Coaching, Supervision, Quality Management, Results Driven, Developing Standards, Foster Teamwork, Handles Pressure, Giving Feedback