



Operations Committee Roles and Responsibilities

ROLES:

The Operations Committee ensures the Mid-North Food Pantry operates efficiently, safely, and in alignment with best practices and regulatory requirements. The committee provides guidance on operational processes, compliance, and service delivery to ensure high-quality support for those we serve.

The committee focuses on:

- Establishing and maintaining best practices for pantry operations
- Ensuring compliance with TEFAP (The Emergency Food Assistance Program) and other applicable guidelines
- Evaluating and improving day-to-day pantry processes, including food distribution, storage, and volunteer coordination
- Advising on safety and quality standards for food handling and delivery
- Supporting strategic decisions around operational growth and efficiency

Note: While experience in pantry operations, food delivery, or food services is helpful, it is not a requirement. Members with a passion for improving service delivery and operational excellence are encouraged to join.

RESPONSIBILITIES:

1. Work with the Executive Director and staff to evaluate and improve operational processes.
2. Ensure compliance with TEFAP and other local, state, and federal regulations related to food safety and distribution.
3. Provide recommendations for training volunteers and staff on safety and operational protocols.
4. Assist in implementing and reviewing operational policies and procedures to enhance efficiency and effectiveness.
5. Participate in periodic assessments of pantry facilities and operations to identify areas for improvement.
6. Offer insights and strategies to support the pantry's capacity to meet increasing demand.
7. Provide expertise or connections related to food services, logistics, or compliance when applicable.

COMMITMENTS:

1. Attend at least 80% of Operations Committee meetings.
2. Dedicate approximately 2–4 hours per month, including meetings, assessments, and related tasks.
3. Support specific projects or initiatives based on individual skills and expertise.
4. Collaborate with staff partners and other committee members to address immediate and long-term operational needs.

PRIMARY STAFF PARTNERS:

Pantry Manager, Executive Director, Committee Chair, and Board Members