



## JOB DESCRIPTION

<b>Position:</b>	Food Sourcing Coordinator
<b>Department:</b>	Operations
<b>Status:</b>	Non-Exempt Hourly
<b>Reports to:</b>	Inventory Control Director

### Job Summary:

Supports Food Share's strategic plan by creating, developing and managing food acquisition initiatives to ensure continued growth in food resources. Responsible for donor development with retailers, farmers, wholesalers, manufacturers and distributors. Assists the Inventory Control Director in maintaining a consistent flow of product through food purchases, produce acquisition and food drives.

### Essential Functions:

Assist in the management of Food Share's inventory by:

- Develop, implement, manage and analyze food-sourcing goals and objectives to align with organization's strategic goals and initiatives.
- Develop, document and implement processes and best practices for all food purchases.
- Working with Operations staff to coordinate the acquisition of fresh produce through the CAFB Farm to Family program and local growers.
- Working with Inventory staff to oversee the quantity and timing of product purchases based on historical movement, acquisition lead times and inventory best practices to ensure optimal blend of foods.
- Secure, cultivate and maintain relationships with food donors.
- Track, analyze and report on selected metrics, e.g., donations by category, donations by source, donations by percentage of waste generated, etc.
- Oversee communication with food donors, including receipts and acknowledgments.
- Build relationships with local growers and work with state associations in order to rescue food.
- Use database recording, tracking and reporting system for food donations.
- Serve as Food Share representative for food sourcing and reclamation initiatives.
- Other duties as assigned.

### Job Qualifications:

- Bachelor's Degree or equivalent experience with experience in food sourcing.
- Ability to prepare effective proposals and presentations.
- Exceptional verbal and written communication skills.
- Excellent computer skills (Microsoft Word, PowerPoint and Excel)
- Ability to travel to visit existing and potential food donors
- Knowledge of social services/hunger issues a plus.

**Departmental Requirements:**

- All staff are required to be organized and efficient at approving projects
- All staff needs to have the ability to work with and manage volunteers to maximize efficiency.
- All staff needs to have exemplary customer service skills to communicate with all food bank stakeholders.

**Physical Requirements:**

- Lifting (up to 40 lbs.)
- Able to sit or stand for extended periods of time.

***The Company, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.***

\* \* The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. Job description is subject to change and additional responsibilities may be assigned depending on operational needs.

**Employee Acknowledgement of Receipt**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature