



## JOB DESCRIPTION

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<b>Position:</b>	<b>Food Sourcing Supervisor</b>
<b>Department:</b>	Operations
<b>Type:</b>	Non-Exempt/Hourly
<b>Reports to:</b>	Inventory Control Director
<b>Pay Range:</b>	\$25 -\$27 p/h

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### **About Food Share of Ventura County:**

Food Share is Ventura County's largest hunger-relief organization feeding 220,000 people with a staff of 35 employees, 3000 volunteers and a budget of \$8 million to distribute 20 million pounds of food annually. The non-profit organization was founded 43 years ago and is a member of Feeding America and the California Association of Food Banks.

### **Food Share Culture:**

Every day, a group of talented, passionate, committed, hard-working professionals come together to work on a common goal – to lead the fight against hunger in Ventura County. Specifically, our role is to improve the lives of those in need by providing fresh, nutritious food at no cost. Food Share's family of hunger-relief staff and volunteers work together with compassion, commitment, and a shared belief that no one should go hungry in Ventura County. Food Share Ventura County was twice named one of the top places to work on the Central Coast by the *Pacific Coast Business Times* and also received the Non-Profit Readers' Choice Award Winner by the *Ventura County Star* in both 2021 and 2022.

### **Job Summary:**

The Food Sourcing Coordinator is responsible for supporting Food Share's strategic plan by creating, developing and managing food acquisition initiatives to ensure continued growth in food resources. This position is responsible for donor development with retailers, farmers, wholesalers, manufacturers and distributors. In working with the Inventory Control Director, this candidate will assist in securing a consistent flow of product through food purchases, donations, produce acquisition and holiday food drives.

### **Essential Functions:**

- Secure, build and cultivate relationships with current and potential new food donors in Ventura County.
- Ability to think strategically in order to develop, implement and manage long term food procurement strategies to advance the food bank's goals and mission.
- Develop process and frequency of solicitations to cultivate and build food bank's

database of food donors.

- Utilize inventory system to track donations, analyze levels and provide management reports.
- Develop, document and implement processes and best practices for food procurement.
- Serve as main communication with food donors to provide receipts, acknowledgements, annual summaries, etc.
- Work with state and national associations on any food donation programs.
- Work with Operations team to manage and ensure appropriate inventory levels.
- Collaborate with Operations team to make the most efficient use of transportation and other logistics needed for handling donations.
- Work with Inventory team on budgeting of quantity and timing of product purchases based on historical movement, acquisition lead times and inventory best practices to ensure optimal blend of food.
- Use inventory database to track, analyze and report on selected metrics, e.g., food donations by category, source, percentage of waste generated, etc.
- Adhere and promotes the policies and procedures in the Personnel Manual.
- Accept other assignments as needed as determined by Inventory Control Director.

**Job Qualifications:**

- Bachelor's Degree or equivalent experience with experience in food sourcing.
- Highly organized with ability to successfully multi-task and meet deadlines.
- Demonstrated success working independently while also collaborating with colleagues to accomplish a stated goal.
- Exceptional verbal and written communication skills.
- Excellent computer skills (Microsoft Word, PowerPoint and Excel)
- Ability to travel to visit existing and potential food donors
- Valid CA driver's license and proof of vehicle insurance.
- Reliable personal transportation required.

**Departmental Requirements:**

- Demonstrate the ability to coordinate multiple projects and adhere to deadlines in a fast-paced environment.
- Demonstrate the ability to speak to a variety of groups and diverse communities.
- Demonstrate exemplary customer service to communicate to any Food Share stakeholder.
- Collaborate with all Food Share departments in a team atmosphere to achieve Food Share goals and objectives towards its mission.
- Follow all food, warehouse and office safety standards.

**Physical Requirements:**

- Ability to lift up to 50 pounds
- Ability to sit or stand for extended periods of time

*Food Share 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 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 work*

*requirements that are inherent to the job. The job description is subject to change, and additional responsibilities may be assigned according to operational needs.*