



Position Description

POSITION TITLE: Food Resource Coordinator
DEPARTMENT: Operations
REPORTS TO: Distribution and Sourcing Manager

DATE: 2/18/17
FLSA: Non-Exempt

BASIC PURPOSE

The Food Resources Coordinator establishes relationships with food donors and partner agencies with the goal of maximizing food donations in support of the Redwood Empire Food Bank's (REFB) mission of ending hunger in the community, and sources products to support REFB Programs, the Agency Store and Value Market.

WORKING RELATIONSHIPS

As a member of the Operations department, the Food Resource Coordinator works with employees from the Operations, Programs, and Finance departments, as well as vendors, donors, partner agencies, and volunteers throughout the community.

DUTIES

- Ensure continuous supply of food through purchases and donations based on signals from multiple sources and inventory levels, to meet the goals of the organization.
- Comprehend internal program goals through reading program objectives and communication with staff to source product that enhances program outcomes.
- Build and monitor relationships with food donors via phone and site visits to establish food donations based on organizational goals.
- Establish partnerships between food donors and partner agencies via phone and site visits to increase scope of pickup program and maximize the amount of food received.
- Research and negotiate price of items based on market rate, need, and industry experience to ensure maximum value for all purchased product.
- Establish relationships with carriers and negotiate transportation cost based on market rate, need, and industry experience to ensure maximum value for transportation of product.
- Liaison that facilitates strong working relationships and communication between partner food banks.
- Create record of incoming product using inventory software to assist in ensuring accurate inventory based on standard operating procedures.
- Acknowledge donors and agencies for their participation in our pickup program through site visits based on standard operating procedures.
- Assist with other duties within the Operations department as necessary.

WORKING CONDITIONS

Hours

- This is a full-time position that will average 40 hours a week.
- Availability to work during the hours of 6:00am to 4:30pm Monday through Friday, to meet the needs of a changing schedule.
- Willingness to work some Saturdays as necessary.
- Willingness to work overtime as necessary.

Location

- The duties of this position are performed within both an office and warehouse environment, as well as in various settings throughout the community.

Potential Hazards

- The duties of this position are sometimes performed inside a warehouse around others using heavy equipment.

QUALIFICATIONS

Knowledge

- Verbal proficiency in English to communicate with clients and coworkers.
- Reading and writing proficiency in English to understand written instructions and complete various documents.
- Quantitative ability to comprehend market rate and perform functions within inventory software.

Skills

- Skill to drive a company vehicle and comply with safety and state regulations.

Ability

- Ability to perform job tasks in a safe manner at all times.
- Ability to remain courteous and respectful of donors, partner agencies, volunteers, clients, members of the community, and fellow staff at all times.
- Ability to remain focused on details for entire day.
- Ability to arrive at work at scheduled time each day.
- Ability to learn food industry including, markets, supply streams, produce, and purchasing, if no prior experience.

Personal Characteristics

- Flexibility to adapt to a potentially changing work environment.
- Comfortable building relationships.

Required Education and Experience

- High School diploma.
- Two years of experience in a sales/sourcing role representing an organization within the community.
- Valid California driver's license certified and acceptable driving record.

Preferred Education and Experience

- College degree
- Five years of experience in a sales/sourcing role representing an organization within the community
- Previous experience working for a non-profit organization
- Experience with food industry including markets, supply streams, produce knowledge, and purchasing
- English/Spanish bilingual

COMPENSATION

- Hourly wage based on experience
- Full benefits package (medical/dental insurance, holiday pay, paid time off, employee sponsored retirement plan)