



RIVER BEND FOODBANK

Job Title: Food Sourcing Manager
Status: Full Time, Salaried/Exempt
Department: Operations
Reports to: Director of Operations
Date: August 24, 2020

SUMMARY

This position is responsible for securing food product to support programs distributing over 17 million meals per year, managing donations, government procurement and purchasing activities. The Food Sourcing Manager is responsible for establishing and maintaining relationships to position the River Bend Foodbank (RFBF) as the partner of choice for surplus food donations throughout the 22-county service area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Collaborates with Programs staff to forecast program product needs.

Oversees the management of the Retail Store Donation Program, assisting with maintaining relationships with target retail grocery stores, including but not limited to:

- Attending store meetings and training sessions
- Monitoring activities
- Maintaining the key contact database
- Working with Marketing to recognize retail donors for publications and information
- Providing personal follow-up and recognition for retailers
- Overseeing the Meal Connect platform, as needed, to coordinate and document retail store donations
- Preparing and submitting progress reports to Feeding America and others, as required by any grants supporting the Retail Store Donation Program

Manages group direct in-kind contributions by manufacturers, distribution centers and other sources to secure food donations sufficient to meet distribution goals.

Monitor Feeding America's Choice system's twice daily bidding sessions to secure national food donations.

Manages government procurement activities through the Iowa and Illinois Departments of Human Services and other food banks within those states, soliciting product forecasts.

Analyzes options to determine whether to accept and/or purchase food items for resale, Backpacks, TANF and grants in order to maintain inventory, maximize utility, and balance purchase, freight and carrying costs.

Manages logistics and tracking, collaborating with the Director of Operations to problem-solve any issues concerning donations, pickups, deliveries, and/or receiving of product.

Monitors the online ordering system and inventory control software to ensure inventory levels are accurate in real time.

Directly supervises and supports the Retail Store Donation Coordinator position, involved in the hiring and taking the lead in directing, evaluating and day-to-day management.

Data enters and maintains accurate and up-to-date donor information in the system.

Collaborates with the Director to develop strategic long-term goals and budgets.

Communicates with Feeding America to ensure activities comply with quality standards and to develop standard operating procedures.

Ensures food sourcing activities and practices comply with all Federal, State, RBFB, Feeding America and grant requirements, recordkeeping and reporting.

Maintains effective and positive working relationships, communicating and delivering information in a professional, accurate and timely manner.

Prepares reports and presents information required by the auditors, Feeding America, regulatory agencies and the Board.

Participates in special events, as needed.

Cultivates positive relations through education with agencies, program partners, guests, clients, Foodbank staff, volunteers, donors and other members of the public.

Represents RBFB at conferences and special events, as directed.

QUALIFICATIONS

- Bachelor's Degree, plus at least 5 years of purchasing, distribution or supply chain experience, or equivalent combination of education and experience.
- Solicitation or sales experience a plus.
- Demonstrated success developing and implementing material requirements planning (MRP).
- APICS certification a plus.
- Proficiency in Microsoft Office, including Excel, Outlook and Word.
- Strong project management skills in complex, multifaceted projects resulting in measurable successes and operational efficiencies.
- Ability to prioritize and organize tasks, meet deadlines, and multi-task effectively.
- Excellent communication and interpersonal skills with the ability to develop and maintain strong community partnerships.
- Ability to effectively present information and speak to groups of individuals.
- Ability to work well independently in a team environment.
- Accurate typing and data entry skills.
- Passion to support the mission of the organization and to help end hunger in our area.
- Ability to travel frequently throughout the Foodbank's service area, including out of town and overnight travel required for professional development opportunities.
- Ability to work flexible hours, as needed, occasionally outside of regular business hours.
- Ability to successfully complete a pre-employment criminal background investigation and drug test.
- Possession of a valid driver's license and insurable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel, and speak and hear. The employee frequently is required to stand or sit, walk, and reach with hands and arms. The employee is occasionally required to bend, stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to regularly read from a computer or electronic device, and to frequently operate a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions during work-related travel. The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

I have read this job description and fully understand the information. I accept the requirements of the position and will perform all duties and responsibilities to the best of my ability.

I understand that this Job Description does not create a contract of employment and the River Bend Foodbank can modify any or all of the terms and conditions listed in this Job Description at any time. I acknowledge that my employment is at-will and that my employment can be terminated at any time, with or without notice and for any lawful reason or no reason. No employee of the River Bend Foodbank has the authority to alter the at-will status of my employment except as expressly authorized by the President & CEO.

Employee Signature

Date



River Bend Foodbank is an Equal Opportunity Employer

INSTRUCTIONS: Please Print Clearly. Complete the entire application and sign.

Applicant Information

Name (First MI Last)

Address (Street, City, State, Zip Code)

Mobile Telephone
()

Email Address:

Home Telephone
()

Are you legally authorized to work in the U.S.? Yes No

Are you at least 18-years old? Yes No

(If No, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.)

How were you referred to RBFB? Website/Social media: _____ Agency School
 RBFB employee/volunteer: _____ Other: _____

Have you ever applied with RBFB before?

Yes No

If Yes, when?

For what position?

Have you ever worked with RBFB before?

Yes No

If Yes, when?

What was your position?

Position Applying For

**Part-Time or Full-Time
Desired**

**Salary
Preference**

Shift Preference

Title:

Part-time Full-time

\$

When can you start? (Please specify date)

Please describe any computer skills, software knowledge and office equipment experience:

Please describe any experience using manufacturing machines, forklifts and equipment:

Education

School Name	Location (City & State)	Number of Years Attended	Major	Diploma or Degree Received?
High School		N/A	N/A	(Diploma or GED accepted) <input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:
Other:				<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

Training Courses

List any relevant training programs completed.

Course/Seminar	Organization Sponsoring	Content	Date(s) Attended

Relevant Skills

Provide years of experience in any or all of the skills, below.

Warehouse	Administration	Customer Service	Volunteer Experience
Forklift Certified	Microsoft Office Suite	Retail	Food Bank
Order Picking	Filing	Wholesale	Community
Pallet Jack	Scheduling	Sales	Social Services
Deliveries	Multi-Line Phone	Food Handling	Other

Employment History (Start with most recent and include last 10 years only. Use separate sheet, if necessary.)

Name of Employer:		Telephone ()	
Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Employer:		Telephone ()	
Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			

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Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
Name of Employer:		Telephone ()	
Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
Name of Employer:		Telephone ()	
Address:			
Job Title:		Employment Dates (Month/Year)	
Immediate Supervisor:		From:	To:
Duties:			
Reason for Leaving:			
Employment References			
List three (3) individuals familiar with your job qualifications. Please do not include relatives or personal friends.			
Name:		Telephone ()	
		Email Address:	
Working relationship:		How long known?	
Name:		Telephone ()	
		Email Address:	
Working relationship:		How long known?	
Name:		Telephone ()	
		Email Address:	
Working relationship:		How long known?	

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I understand and agree to the following:

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent termination if I am hired.
2. I authorize River Bend Foodbank to investigate my responses on this application to contact my former employers and any individuals named on this application for the purpose of verifying the truth and accuracy of the information provided and my qualifications for employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, I may be subject to additional pre-employment screening, including a background investigation (i.e., criminal record, driving record and credit check, as applicable), a physical examination and drug screening test. [NOTE: Selected candidates will be notified of the pre-employment requirements for their position and consents will be obtained prior to conducting any pre-employment screening.]
4. Regardless of whether or not I become employed by River Bend Foodbank, I recognize this application is not and should not be considered a contract of employment. I understand that employment with the River Bend Foodbank is at-will, meaning I may choose to end my employment for any reason or no reason at any time. Likewise, River Bend Foodbank may choose to end my employment at any time, with or without notice, and for any lawful reason or no reason. At-will employment may not be changed without a written employment contract, signed by the President. I understand that no employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than the President, and then only by means of a signed, written document.

Signed by _____ Date _____

Thank you for your interest in River Bend Foodbank!

