

Job Posting: Food Procurement Sourcing Specialist at The Foodbank, Inc.



Job Description

General Summary

The Food Procurement Sourcing Specialist is responsible for executing the overall strategy across purchased/allocated channels to maintain a consistent supply and variety of nutritious food for distribution and programs. Further responsibilities involve identifying and managing vendors, including the Feeding America Choice Ordering Systems, USDA, and sourcing through the Ohio Association of Foodbanks (OAF) and/or directly through growers.

General Responsibilities

- Executes the plan for purchased commodities and program-specific items, including state-funded contracts and bids.
- With the Food Procurement team members and Inventory Lead, ensures the optimization of inventory levels, inventory turns, and service levels.
- Coordinates regular inventory reviews for purchasing needs.
- Optimizes item mix across all channels to ensure sufficient and consistent variety with no unnecessary overlap.
- Analyzes relevant data to facilitate informed purchasing decisions and provide excellent service to The Foodbank partner agencies.
- Establishes and builds effective relationships with suppliers.
- Manages competitive bid process and/or other purchasing processes for all Foodbank purchases to maintain stock at desired levels.
- Manages purchasing to an established budget; maximizes purchasing power within that budget.
- Manages and continually evaluates existing vendors; identifies and on-boards new vendors.
- Manages products sourced through Feeding America's Grocery Purchasing Portal.
- Directly manages product purchases/sourcing through the USDA, Ohio Association of Food Banks, Feeding America channels, and other vendors as needed.
- Manages USDA ordering process including identification of products aligned with budgeted program funds.
- Responsible for not exceeding the transportation and purchasing budget for the fiscal year.
- Works with the receiving team to ensure timely deliveries and maintains accurate data on the shipping/receiving calendar for incoming deliveries.
- Creates purchase orders in the CERES inventory system.
- Coordinates with receiving staff regarding deliveries of and paperwork for incoming freight.
- Supports accurate receiving of the purchased items, assists with invoices through the CERES inventory system, and assists with credit memos as needed.
- Submits on-time delivery notification and receipts to Feeding America.
- Works collaboratively and communicates effectively with the warehouse, inventory, transportation, and distribution teams.
- Supports the budget preparation, management, and forecasting for all purchased channels.
- Supports and cross-trains for all Food Procurement Donation responsibilities.
- Any and all responsibilities and metrics as assigned in the Food Sourcing Plan and the current Strategic Plan.

- Perform tasks as deemed necessary for efficient operations.

General information

- Full-time, hourly position with an average of 37.5 hours per week on a 4-day work schedule
- Pay: \$19.00/hr.
- 401(k) match provided after one year; PTO accrual begins after six months; paid holidays; free YMCA family membership and college reimbursement provided. Health insurance and dental insurance are provided to employees at no cost; vision insurance provided at cost to the employee.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements

Education:

- High school diploma or GED required
- 2- or 4-year degree preferred

Experience:

- 1-2 years of experience in the food industry, retail or wholesale
- Food purchasing experience preferred

Skills:

- Ability to assess, strategize, and coordinate
- Ability to organize and coordinate multiple and regularly moving components
- Ability to prioritize based on budgetary requirements
- Strong attention to detail
- Solid computer operations and general knowledge of software applications
- Effective interpersonal skills and demonstrated ability to work in a team environment, relating well to a broad spectrum of individuals using good customer service practices
- Strong verbal and written communication skills
- Ability to coordinate with teammates and successfully oversee food flow without supervisory authority

Knowledge:

- Strong mathematics skills, and understanding of budgets
- Ability to work on a PC with Windows, with solid skills in Ceres and Microsoft applications (Office, Word, and Excel)
- Standard office practices and procedures

Other:

- Valid Ohio Driver's License and personal auto insurance
- Ability to pass alcohol/drug screening and background checks

Physical Demands

Must be in good physical condition and able to lift 35-50 pounds repetitively as a part of routine duties. Required to use hands to type or key and use a mouse. Must reach with arms, climb stairs, talk, and hear. Specific vision abilities include close vision and the ability to adjust focus, with or without corrective lenses.

Employees who work at The Foodbank, Inc. have several opportunities to work on equipment. Warehouse equipment is used to push, pull, and relocate food, which can vary in weight. NO employee is allowed to use any equipment prior to proper training.

Work Environment

The noise level in the work environment is usually moderate. Temperatures in the warehouse facility are changeable and subject to external weather conditions. Routine duties are conducted in the warehouse, walk-in freezer, cooler, and outdoors. Steel-toe shoes are required.

Send resumes to: BTevlis@thefoodbankdayton.org

Application deadline: February 11, 2024