

Job Title: Food Purchasing Manager
Department: Operations
Reports To: Operations Director
Classification: Regular, Full Time, Non-Exempt
Location: Concord, CA

As a key member of the Operations department team, the Food Purchasing Manager develops and maintains relationships with food manufacturers, brokers and wholesalers on Food Bank's behalf to procure nutrient dense food at the lowest price possible.

Essential Duties and Responsibilities

- Research and communicate with existing and potential vendors in order to cultivate working relationships, negotiate cost effective deals, and service agreements.
- Initiate food purchases in order to maintain a solid inventory of all products on hand.
- Manage USDA donations: constant monitoring of annual entitlements, inventory and delivery scheduling.
- Act as contact for California Emergency Foodlink regarding USDA bonus and entitlement shipments from Foodlink and direct shipments.
- Partner with Program Director to manage grant purchases and special orders for the Program department ensuring the food is of high nutritious quality and has adequate shelf life.
- Work with partner agencies to assess needs and recommend appropriate food items to spend down FEMA funds and special grants.
- Manage purchasing paper flow from purchase order generation to invoicing.
- Other duties as assigned.

Qualifications

- Associates Degree and 3 years food and beverage purchasing required. Bachelor's degree preferred. An equivalent combination of education and experience will be considered. A background or education in nutrition is helpful but not required.
- Demonstrated proficiency in MS Office (Word and Excel) and order processing systems.
- Ability to prioritize and manage multiple projects at once in a fast paced, deadline-driven environment.
- Self-starter, strong organizational skills, attention to detail and creative problem solving.
- Strong communication, interpersonal and customer service skills.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds and circumstances.
- Valid California driver's license and insurance and ability to be covered under Food Bank's auto insurance policy.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

www.foodbankccs.org

Job Opening – Food Purchasing Manger 031319

Job Opening

Please send your cover letter and resume to hr@foodbankccs.org with the subject line: "Food Purchasing Manager." Email submission is preferred.

Or by mail to:

Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Ave
Concord, CA 94520

The Food Bank is an equal opportunity employer