

Job Title: Food Resource Coordinator
Department: Operations
Reports To: Food Resource Manager
Classification: Regular, Full Time, Non-Exempt
Location: Fairfield, CA

Who We Are

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Food Resource Coordinator serves as a spokesperson for the Food Bank of Contra Costa and Solano by cultivating contacts and forging relationships with food industry representatives specifically among, but not limited to, grocery retail partners. This position promotes awareness of the organization and its services and works to keep the organization at the forefront of the food industry. This position will focus on partnerships primarily within Solano County with some overlap as needed with the Food Sourcing team in Contra Costa County.

Essential Duties and Responsibilities

- Acts as a Food Bank spokesperson to the food industry.
- Supports the execution of the organization's solicitation plan with the food industry by implementing strategies to increase the pounds of donated food.
- Develop contacts and relationships with food industry representatives to create opportunities for keeping the organization at the forefront of the food industry.
- Understands SB1383 requirements and parameters to serve donors and support their needs for compliance with the law.
- Cultivates relationships with approximately 50 food related donors in Solano County attending visits annually, sharing information and education on food categories and quality standards for donating such product.
- Maintains database of food industry contacts.
- Partners with Agency Relations as needed to assign agencies to donors and collaborate on reporting issues that would be visible through the MealConnect platform.
- Provides monthly reporting to necessary donors per SB1383 regulations.
- Build poundage and data reports as requested and maintain other tracking documents to include editing and reviewing reports.
- Supports MealConnect back-end support, including but not limited to adding donors, linking donors to ERP system, seek out and understand new technologies for the platform that might support more donations into the network.
- Provides support to the Food Sourcing team on special projects.

Qualifications

- Three years of experience in relationship management within the food industry, including food banking, grocery, or outside sales

- Knowledge of food safety principles, or willingness to learn and pass ServSafe certification within 90 days
- Experience with product handling, warehouse operations, and comfort working in varied settings (e.g., warehouse, field, office)
- Proficiency in data management and Microsoft Office Suite (Word, Access, Excel, PowerPoint)
- Demonstrated project management skills with the ability to manage multiple priorities, meet deadlines, and produce high-quality work
- Excellent verbal and written communication skills, including public speaking and the ability to engage diverse audiences—from the general public to executives
- Strong interpersonal skills with a collaborative, team-oriented approach and the ability to work independently
- Critical thinking, analytical, and creative problem-solving abilities
- Flexible, motivated, and tech-savvy with a willingness to learn new systems and tools
- Valid driver's license and the ability to be covered under the Food Bank's auto insurance required
- Professional, adaptable, and able to handle competing demands with poise
- Bilingual in Spanish highly preferred

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$33 per hour.

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) employer matching, 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 organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "**Food Resource Coordinator**". Email submission is preferred.

Or by mail to:

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

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>