Job Opening

Job Title:	Food Purchasing Coordinator	**Department:**	Operations
Reports To:	Food Purchasing Manager	**Employment Type:**	Regular
Classification:	Full-Time	**FLSA Status:**	Non-Exempt
Location:	Concord	**Date Approved:**	11/9/2026

Who We Are

For 50 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 Purchasing Coordinator supports the Food Bank of Contra Costa and Solano's procurement function by executing day-to-day purchasing activities that keep our warehouses stocked with the nutritious food our neighbors depend on. Working closely with the Food Purchasing Manager, this role manages vendor communications, purchase orders, delivery coordination, and inventory tracking to ensure a reliable, well-documented food supply. By keeping operations running smoothly behind the scenes, the Food Purchasing Coordinator plays a meaningful part in our mission to end hunger.

Essential Duties

- Initiate food purchases within established inventory levels and purchasing guidelines to maintain adequate inventory of dry, chilled, and frozen food products.
- Obtain quotes from vendors, manufacturers, and suppliers, capturing brand, label, nutritional information, photos, and shelf-life data, and provide them to the Food Purchasing Manager for review.
- Process Purchase Orders in Ceres (Navision), maintaining and updating all PO documentation.
- Follow up on invoices and liaise with vendor accounts to obtain required supporting documents.
- Record and track purchases against grant budgets in Excel, following purchasing procedures and funder and audit rules.
- Find and onboard local farms and regional producers to grow local food supply.
- Coordinate purchasing and delivery logistics for projects like emergency meal boxes and kit builds, from vendor quotes to delivery.
- Work with Programs, Agency Relations, and program managers to plan purchases around community and program needs.

- Plan holiday food purchases to meet seasonal demand.
- Monitor delivery ETAs and communicate daily with vendors on scheduling updates.
- Maintain the food delivery calendar and database and keep warehouse staff informed of changes.
- Report on delayed shipments and flag inventory shortfalls in a timely manner.
- Follow product integrity and shelf-life procedures.
- Keep department records and archives organized and up to date.
- Attend department and organization-wide meetings, trainings, and team-building events.
- Operate Food Bank vehicles as needed.
- May need to work occasional weekend days for programs and events.

Skills and Qualifications

Required

- Two or more years of food and beverage purchasing experience, or an equivalent combination of education and experience.
- Intermediate proficiency in Microsoft Office Suite and familiarity with order processing systems.
- Strong organizational skills, attention to detail, and creative problem-solving ability.
- Ability to prioritize and manage multiple projects in a fast-paced, deadline-driven environment.
- Quantitative skills including the ability to compute rates, ratios, and percentages and interpret basic data.
- Strong communication, interpersonal, and customer service skills.
- A California driver's license and ability to be insured under the Food Bank's insurance policy.
- Genuine commitment to and enthusiasm for working with people of diverse backgrounds, cultures, and lived experiences; a demonstrated ability to engage respectfully and effectively across difference.

Preferred

- Familiarity with Ceres, Navision, or similar ERP/inventory systems.
- Experience in a nonprofit, mission-driven, or community-based environment.

Competencies

- Adaptability — Remaining effective across changing conditions by welcoming feedback, shifting approaches as needed, and balancing competing priorities.
- Cooperation — Engaging colleagues with respect and tact to build productive relationships, resolve conflicts, and collaborate effectively.
- Dependability — Consistently following through on responsibilities with accountability, reliability, and a commitment to doing one's best work.
- Job Knowledge — Maintaining the technical proficiency and contextual understanding needed to perform one's role effectively and independently.
- Organization Support — Upholding the organization's values, policies, and mission.
- Teamwork — Collaborating with a focus on collective success by balancing individual and group responsibilities and exchanging feedback openly.

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.

Job Opening

Work Location
This is an on-site position. Remote work is not guaranteed and may be granted solely at the discretion of the department head.

Work Environment
This position works in a mixed office and warehouse environment with frequent exposure to moving mechanical parts and fluctuating temperatures. The noise level is generally moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements
The employee must occasionally lift and/or move up to 25 pounds. The employee is regularly required to talk or hear, sit, stand, walk, use hands to type and handle materials, and reach with hands and arms. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations will be provided for qualified individuals with disabilities upon request.

Compensation

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is $33.40/hr.

Schedule

This position is regularly scheduled Monday – Friday, but hours outside of the regular schedule may occasionally be required

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "Food Purchasing Coordinator".

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