



## Food Sourcing Specialist Job Description

Location: Irvine, CA  
Reports To: Sourcing Manager  
Status: Full-Time, Non-Exempt, Hourly (\$27.43 - \$30.48/Hr. - DOE)  
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program

**\*Second Harvest Food Bank requires all new hires to be fully vaccinated for COVID-19.** This policy complies with all applicable laws. If any questions regarding this policy, please inquire.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship** in pursuit of our mission.

### **About Second Harvest Food Bank of Orange County**

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

### **POSITION DESCRIPTION:**

Reporting to the Sourcing Manager – this position is directly responsible for donor development with farmers, wholesalers, manufacturers, distributors, retail grocery, and food service companies. This position requires strong communication skills to conduct meetings and presentations, as well as cold calls with current, lapsed, and prospective food donors, vendors, and organizational partners. The Specialist will take initiative and work strategically to cultivate and grow sourcing of Retail, Wholesale, Donated and Government food supplies with particular focus on increasing donated food through industry relationships. This position will be responsible for researching, cultivating, soliciting, and stewarding new and current food donor and vendor relationships in pursuit of Second Harvest's mission.

### **ESSENTIAL JOB FUNCTIONS:**

- With a focus on and passion for sustainability, you will source the highest quality produce, proteins, and shelf stable foods.
- Play a crucial role in vendor communications as a liaison between internal team and manufacturers, food brokers and donors.
- Maintain, grow, and form new collaborative partnerships with major donor accounts.
- Assist in developing new methodology and procurement strategies focusing on expanding donor acquisition of large-scale produce and perishable suppliers such as growers, packers, shippers, and commodity brokers to meet our Food Plan goals.
- Develop and maintain communication for consistent high-quality acquisition outcomes.
- Ability to speak publicly and engage donors on food donation benefits, state and local sustainability initiatives, foodbank initiatives, as well as Second Harvest's mission and values.
- Major donor account management skills including interpersonal stewardship, database management, and strong forecasting.
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- Ensure food safety compliance and enforce quality assurance as identified by Second Harvest and Feeding America.
- Provide support to other Food Sourcing responsibilities as needed, including fielding donor calls for all Food Sourcing programs, helping fulfill donation requests, attend special events, and field general donation inquiries as needed.
- Generate statistical reports to analyze food donation trends, communicate poundage goals and Food Plan needs to donors, and report back to internal teams.
- Create a pipeline of unique opportunities for supply partnerships
- Work collaboratively with cross-functional teams regarding incoming product, internal and external needs, and donor recognition.

#### QUALIFICATIONS:

- Minimum 2-years of experience in the food industry, retail grocery a plus
- Experience in sales, marketing or procurement required
- Advanced project management and public speaking skills
- Proficiency with Microsoft Office Suite – will use custom inventory database software (Primarius)
- Experience in agricultural industry or food distribution programs highly desired

#### PROFESSIONAL QUALITIES:

**Fundamental qualities, traits or attributes** expected of a candidate to display in the role. Candidate may display greater aptitude of these qualities to progress.

- Leads project/program management with the ability to work under pressure, balance competing priorities, consistently meet deadlines, multi-task, adaptability
- Maintains a positive attitude and shows a willingness to take initiative and work independently
- Displays strong communication and team player skills
- A strong work ethic, ability to work autonomously and self-sufficiently
- Takes pride in their work, and is solution-focused
- Displays a clear understanding of professional behavior and etiquette

#### PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS/ORGANIZATION REQUIREMENTS:

Examples:

- Ability to lift 25-50 pounds
- Driving throughout Orange County – Requires valid Driver's License and Insurance
- Extended periods of sitting to meet with clients and to work at desk on phone and computers
- Indoor office environment and warehouse environment with moderate noise at food bank location

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

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

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*Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer*