



## Local Food Purchasing Specialist Position Description

Location: Irvine, CA  
Reports To: Sourcing Manager  
Status: Temporary; Approximately 1-year/Grant-Funded Position, Full-time hours  
Pay: \$28.00/hour  
Benefits: For those eligible, we offer excellent Benefit Plans including incremental PTO Plan; 15+ 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 and Employee Assistance Program paid for by employer.

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 for all members of our community when they need our help.

### **POSITION DESCRIPTION:**

This temporary full-time position, reporting to the Sourcing Manager, is responsible for identifying, establishing, and managing relationships with local food producers, farmers, and vendors for the Local Food Purchase Assistance (LFPA) program. The primary objective is to source fresh, locally grown food for distribution to underserved communities, supporting the program's goals of improving food security and promoting local agriculture. The Specialist will work closely with stakeholders such as farmers, cooperatives, and food banks, ensuring all acquisitions comply with program guidelines and are conducted equitably and efficiently. Additionally, this role will receive cross-training to provide backup or support for critical business operations within the Sourcing team as needed.

### **ESSENTIAL JOB FUNCTIONS:**

- **Vendor Outreach and Relationship Building:**
  - Identify and engage local farmers, food producers, and vendors, with a focus on those who are socially disadvantaged or from underserved communities.
  - Develop and maintain positive, long-term relationships with local suppliers to ensure ongoing participation in the LFPA program.
  - Conduct outreach through community visits, networking events, and partnerships with agricultural organizations.
  - 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.



- Experience in agricultural industry or food distribution programs highly desired.
- **Acquisition and Procurement:**
  - Oversee the purchasing of food that is nutritious, and locally grown food within the allocated budget and in accordance with LFPA program guidelines.
  - Negotiate fair pricing agreements and establish purchase orders with vendors.
  - Ensure that food acquisitions meet quality, food safety, and sustainability standards, adhering to state and federal regulations.
- **Program Compliance and Documentation:**
  - Maintain accurate records of all purchases, vendor contracts, and transactions to ensure compliance with program requirements.
  - Prepare reports on acquisition activities, vendor engagement, and community impact.
  - Ensure that procurement processes align with diversity, equity, and inclusion goals, prioritizing purchases from disadvantaged or minority-owned producers.
  - Generate statistical reports to analyze food donation trends, communicate poundage goals and Food Plan needs to donors, and report back to internal teams.
- **Collaboration and Coordination:**
  - Work closely with the Sourcing Manager and Grants & Awards Fiscal Manager and other team members to coordinate food distribution efforts as well as tracking efforts.
  - Partner with Programs & Services to streamline the flow of food to those in need.
  - 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.
- **Monitoring and Evaluation:**
  - Track and assess the effectiveness of sourcing strategies and the impact of local food purchases on both producers and recipients.
  - Gather feedback from farmers and recipients to continually improve the acquisition process.
  - Major donor account management skills including interpersonal stewardship, database management, and strong forecasting.

#### **QUALIFICATIONS:**

- 1-2 years of experience in procurement, supply chain management, agricultural marketing, or a similar role.
- Experience working with local farmers, cooperatives, or food systems, especially those serving underserved populations, is highly desirable.
- Advanced project management and public speaking skills
- Proficiency in Microsoft Office and database management software
- Bachelor's degree in agriculture, Business Administration, Supply Chain Management, or a related field preferred. Relevant work experience may substitute for educational requirements.
- Excellent organizational, communication, and problem-solving abilities.
- Familiarity with federal, state, and local regulations related to food safety, procurement, and grant compliance.
- Ability to work independently and as part of a collaborative team.
- Bilingual in Spanish highly preferred.



**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 effective 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.
- Strong negotiation and relationship-building skills.
- Knowledge of local food systems, farming practices, and food procurement processes.
- Experience working with government-funded programs – preferred, not required.
- Knowledge of sustainable and equitable food systems.

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

- Ability to lift 25-50 pounds.
- This role may involve frequent travel to farms, food producers, and community organizations – 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

*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.*

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