



Food Sourcing Coordinator: Grocery Rescue Position Description

Location: Irvine, CA
Reports To: Sourcing Supervisor: Grocery Rescue
Status: Full-Time; Non-Exempt; Hourly; \$26.28 - \$28.00/hour (DOE)
Schedule: Monday – Friday; 8:00am - 4:30pm (possible evening and weekend hours)
Benefits: 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 by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of community members in Orange County? At Second Harvest Food Bank that's exactly what you'll be doing – contributing to our mission to provide food for those who need it. You'll be working alongside team members who are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship. Come join our upbeat, collaborative team who are improving lives every day.**

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:

Reporting to the Sourcing Supervisor: Grocery Rescue, the Food Sourcing Coordinator: Grocery Rescue will be tasked to provide excellent customer service and donor cultivation in food sourcing efforts, specifically within the Grocery Rescue program. This position requires strong communication skills, donor cultivation and stewardship, effective problem solving, and can expect to be out in the field approximately 50% of the time. This Coordinator will take initiative and work diplomatically in cultivating new Grocery Rescue retail donors as well as maintaining the relationship with current Grocery Rescue retail donors to ensure the success of the program and work to fulfill our mission.

ESSENTIAL JOB FUNCTIONS:

- Support the growth and maintenance of retail food donor relationships by conducting market research, participating in relevant networking opportunities, and acknowledging, cultivating, and stewarding partnerships as directed by the Sourcing Supervisor
- Conduct public speaking engagements and provide training to donor staff, ranging from individuals to large groups, on Grocery Rescue program guidelines, food safety practices, and Second Harvest's mission and values
- Serve as a key liaison between departments, coordinating with Logistics, Processing, and Operations teams to support donation logistics (pickups, deliveries, and product handling) and with Programs & Services to ensure consistent agency coverage at participating stores
- Monitor program activities to ensure compliance with food safety standards, Feeding America guidelines, and Second Harvest's Grocery Rescue protocols
- Promote consistent cooperation among retail donors and internal teams
- Conduct regular site visits and maintain ongoing communication with retail store personnel to strengthen relationships, identify challenges, and promote continued donor engagement
- Respond promptly and constructively to store compliance issues, documenting and addressing concerns in alignment with Second Harvest's and Feeding America's standards
- Provide support across Food Sourcing programs, including responding to donor inquiries, assisting with donation requests, participating in special events, and covering general sourcing responsibilities as needed



- Maintain accurate and timely data in donor databases and tracking spreadsheets, including donor contact information, donation records, and interaction notes
- Adapt readily to changes in technology and internal systems
- Keep all Sourcing Grocery Rescue-related files, documentation, and materials up-to-date and accessible to the team for seamless program coordination
- Generate monthly statistical reports to analyze food donation trends, communicate poundage totals to donors, and track various key performance indicators
- Identify and research new retail donation opportunities, including outreach to prospective grocery chains/stores, and provide recommendations to the Grocery Rescue team
- Assist with the development and updating of Grocery Rescue training materials, donor-facing documents, and internal presentations as needed
- Assist with donation opportunity events like trade shows and expos as needed

REQUIREMENTS:

- Bachelor's degree or equivalent job experience
- Must be proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint
- Experience working in the Food Industry preferred
- A professional who is a reliable communicator and actively engaged member of the team
- Self-starter with the ability, confidence, and good judgment to move projects forward with minimal supervision from leadership
- Strong relationship management skills to develop strong professional relationships with coworkers, current and potential partners, and external stakeholders
- Excellent verbal and written communication skills
- Communicate comprehensively with the Director of Sourcing
- Proven experience using logical reasoning to identify areas for improvement and problem-solving
- Proactive about seeking solutions to meet program, partner, and team goals
- Dedication to continuous improvement and experience with making changes that lead to improved results
- Strong time management and organizational skills
- Proficient in handling multiple tasks and timelines
- Experience with databases and analyzing data to influence programmatic shifts needed
- Excellent data entry skills; prior experience utilizing complex databases is a plus
- Flexible and adaptable to change
- Must have transportation to drive throughout Orange County

PHYSICAL DEMANDS/ ENVIRONMENTAL FACTORS

- Ability to lift 25 pounds to carry equipment and supplies as needed
- Regular driving throughout Orange County
- Extended periods of sitting to meet with coworkers and stores and while working on a phone and computer
- Indoor office environment and indoor warehouse environment with moderate noise at food bank location
- 50% of time spent off-site at grocery store locations and attending various trainings and meetings

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.

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