

Food Sourcing Coordinator Job Description



Department: Operations
Reports To: Director of Operations
Employment Type: Non-Exempt

SUMMARY:

The Food Bank of Northwest Indiana is looking for a motivated individual with operations and food sourcing experience to join its hunger relief team. This individual has a roll up the sleeves attitude and is responsible for building and maintaining strong relationships across the community, serving as a leader within the operations team, and enhancing the Food Bank of Northwest Indiana food sourcing and distribution program.

PRIMARY RESPONSIBILITIES:

- Establish and maintain relationships within the food industry and position the Food Bank as the partner of choice as a secondary market and solution to surplus food.
- Responsible for food donor recruitment and management, including regular calls and visits to current and potential donors to explain Food Bank donation process, benefits, and opportunities; track progress and report on results regularly.
- Maintain accurate food donor records and acknowledgements.
- Solicit and source donated food products, purchased food products, supplies, and transportation.
- Coordinate logistics and delivery of donations and purchases.
- Be a leader in the receiving and inventory processes, maintaining all necessary organizational, state, and national compliance and safety standards.
- Participate in food and fundraising activities, including major internal and external events that involve food donors.
- Work collaboratively across departments to ensure efficient and equitable distribution of services and products.
- Participate in the development and management of the annual purchased food budget.

Skills and Experiences of the Ideal Candidate:

- Five years of demonstrated success in purchasing and operations, with a background in the food industry preferred.
- Invoicing and administrative skills. Ability to manage budgets.

- Ability to operate or willingness to learn how to operate material handling equipment such as dollies, pallet jacks, and forklifts.
- Ability to drive company vehicles as necessary.
- Ability to solve problems and manage multiple priorities, while paying attention to details and deliverables. Must be able to handle interruptions and maintain focus on tasks while producing accurate and high-quality work.
- Excellent customer service skills.
- Must pass pre-employment drug and background screens.

Benefits:

- Competitive compensation
- Full benefits package; medical, dental, vision
- Paid holidays, PTO
- 401K
- Excellent work/life balance

HOW TO APPLY:

Email résumé, salary requirements, and cover letter to: jobs@foodbanknwi.org.

It is the policy of the Food Bank of Northwest Indiana to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. The Food Bank of Northwest Indiana will assure equal employment opportunities in all personnel actions and procedures including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and benefits.