

## Food Resource Coordinator

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Name: TBD  
Department: Operations  
Reports To: Director of Operations  
Status: Exempt  
Prepared By: HR  
Revision Date: 02/01/2019

### Job Summary

The Food Resource Coordinator (FRC) is responsible for food acquisition and donor relations. He/she is directly responsible for building, maintaining, and stewarding local food donor relationships with a focus on quality donations and a high level of customer service. He/she creates and manages the process of procuring packaged food and fresh produce from area grocery stores, distributors, brokers, food processors, manufacturers, farmers, and other local donors, as well as a shared responsibility for securing corporate and national food donations through the Feeding America (FA) food bank network. In addition, this position is responsible for planning, organizing, and executing annual and independent food drives within the community. The Food Resource Coordinator regularly interacts and collaborates with all departments in the organization, in addition to external community partners, providing current knowledge of food systems and procurement methodologies in addition to providing excellent customer service, logistics assistance, internal resource management, food safety, and creative problem solving.

### Essential Responsibilities

#### General Operations

- Cultivates current, active food donor relationships and creates new donor opportunities with the goal of increasing quality food item donation consistency, increasing poundage, and frequency. Nurtures within donors an awareness and understanding of the mutual business benefits of quality donating.
- Establishes and fosters collaborative relationships with the Colorado state cluster members (other area food banks) to generate consistent, cost effective procurement and distribution strategies.
- Collaborates with FA's Grocery Rescue, Business Development, Product Distribution and Affiliate Services departments and member food banks to forecast and ensure the food needs of CFS and its target communities are met.
- Plans and executes procurement strategies in accordance with the organizational strategic plan; engages in donor negotiations; and ensures alignment of objectives with CFS's mission and guiding principles.
- Implements, trains and manages donor and donation maintenance processes, including receipting, reporting, evaluating, and tracking.
- Presents a comprehensive food donor education presentation to prospective donors.
- Trains staff and monitors accuracy in data recording as it relates to relevant reporting, including National Affiliate Report (NAR), The Emergency Food Assistance Program (TEFAP), Quarterly Poundage Report (QPR), and Food Drives.
- Interacts regularly with internal and external community partners to ensure needs and timelines are met
- Collaborates with Agency Relations Manager to expedite information dissemination concerning product handling and restrictions, withdrawals, and recalls to the Operations staff and partner agencies.

- Supports and attends special events, including donor events, donor outreach, and food drives.
- Attends staff and team meetings and assists in other Community Food Share tasks as needed or requested by the Director of Operations, Executive Director or management team.
- Advocates for and recommends necessary process improvements to align with organizational goals.
- Performs, on an as needed basis, warehouse and operational tasks including but not limited to inventory reconciliation, truck unloading, box truck and van driving, donation pickup, and other warehousing activities.

### **Procurement & Inventory**

- Manages the internal food procurement process and all attendant procurement activities within the food bank.
- Plans and implements annual procurement strategies through the collection and timely analysis of relevant metrics in collaboration with Director of Operations.
- Ensures procurement options and choices are aligned with the organizational goals in terms of quantities, nutritional value, and origin of sourcing.
- Chairs the Food Drive Planning Committee, coordinating all aspects of annual food drives as well as any independent food drives.
- Procures fresh food and other immediate consumables for special events (e.g. Farm to Fork, Spring Gala, etc.).
- Generates monthly food procurement reporting, quarterly FA poundage reporting, and grant/restricted purchases documentation in collaboration with the Director of Operations.
- Manages receipt of product into ECCA Primarius system.
- Creates and maintains food donor information in ECCA Primarius system.

### **AIB & ServSafe Compliance**

- Collaborates with the Director of Operations, Operations Manager, and the HR & Compliance Manager to ensure that AIB standards are achieved and maintained within the warehouse at all times.
- Ensures the Warehouse Lead and Programs staff are advised of potential violations and are proactively remediating issues on an ongoing basis.
- Serves as Food Safety Coordinator of the Food and Occupational Safety Committee. Collaborates with the Safety Coordinator to organize committee members, plan and execute monthly meetings, conduct regular food safety walks, triage and address any issues or process improvements as required in a timely manner.
- Develops, reviews and confirms, in collaboration with the HR & Compliance Manager and Director of Operations, implementation and adherence to SOPs in the areas of food safety, personal safety, relevant regulatory requirements and other relevant areas.
- Advocates for and recommends necessary changes to improve safety (physical/personal safety and food safety).

### **Budgeting and Financial Planning**

- Forecasts projected food needs annually based on analysis of past requirements, current organizational targets and goals, and current trends, in collaboration with the Director of Operations.
- Provides fiscally sound feedback and appropriate metrics for Development fundraising efforts to meet Operational goals.
- With oversight from Director of Operations has ability to make minor but financially binding decisions

### **Travel**

- Travel locally in service area is required.
- Occasional overnight travel for events and conferences out of state may be required.

*The above is a fair representation of the duties and responsibilities for this position but is not meant to be all inclusive. Other duties may from time to time be assigned at the discretion of the Director of Operations.*

## Qualifications & Skills

Alignment with Community Food Share's mission and a compassionate appreciation for hunger issues are essential to the successful performance of all responsibilities. The requirements listed below are representative of the knowledge, skills, and/or abilities required to successfully perform the essential functions of this job:

### Education and Experience

- Bachelor's degree (B. A.) from four-year college or university; or three to five years directly related experience and/or training; or equivalent combination of education and relevant experience.
- Knowledge of the Feeding America "Choice" system and the Feeding America "Purchasing" system for food procurement preferred.
- Must possess a valid Colorado drivers' license and maintain an acceptable MVR.
- ServSafe Food Safety Manager's Certification (within 6 months of hire).

### Skills and Abilities

- Exceptional writing, interpersonal and organizational skills.
- Managing multiple priorities under aggressive deadlines.
- Analyzing and interpreting complex data.
- Strategic/Big Picture oriented thinker with detailed execution.
- Project management.
- Cogent public speaking skill.
- Appropriate delegation skill.
- Meticulous attention to detail.
- Highly defined organizational and time management skills.

### Behaviors

- Commitment to the organization's mission and vision.
- Enthusiastic, highly-motivated, and emotionally intelligent leader.
- Uses good judgment and discretion.
- Possesses strong ethical character.
- Works cooperatively and effectively with other CFS staff and volunteers in a collaborative environment.
- Manages multiple priorities under aggressive deadlines; manages time efficiently.
- Maintains safety as a priority at all times.
- Provides excellent customer service to internal and external stakeholders.
- Gives and receives feedback in a respectful and productive way.
- Represents CFS in a professional manner at all times under a variety of conditions.
- Monitors communication (email, text, voicemail) during assigned hours and responds within an appropriate timeframe (high priority within 24 hours); prioritizes after hours responses based on organizational needs.
- Maintains confidentiality.
- Comfortable speaking and/or presenting in front of mid-size groups of peers and colleagues
- Works independently with minimal supervision.

## Physical Demands

This position is primarily an office/administrative (70%) position, with periods (30%) spent out in the service area. Splits may change based on seasonality and internal priorities. While performing the duties of this job, the employee is regularly required to sit and/or stand for long periods. Employee is frequently required to reach with hands and arms. Employee may be required to bend, kneel, crouch, crawl, push, pull, stoop, climb stairs and ladders, balance, walk for extended periods of time; use hands to finger, grasp, handle, or feel; reach with hands and arms above the shoulder; be able to talk; and hear with or without aid. The employee may occasionally lift, leverage, and/or move up to 50 pounds repetitively. Specific vision abilities required by

this job include close vision, peripheral vision, depth perception, color vision, distance vision and ability to adjust focus.

The physical demands described here are representative of those to be met by an employee to successfully perform the essential functions of this job.

### **Interpersonal Skills**

Alternative or combined skills in understanding, connecting, counseling, and/or influencing people are important in achieving organizational objectives, causing action, understanding others, or changing behavior. Skills of persuasiveness, influence or assertiveness, sensitivity to the point of view of others, as well as generational and cultural competency and awareness are requisite to success in this position.

### **Work Environment**

Community Food Share operates in a working warehouse environment. While performing the duties of this job, the employee may be exposed to wet and/or humid conditions and moving equipment. The employee may be exposed to high, precarious places; outside weather conditions; and extreme cold in the walk-in refrigeration and freezing systems. The noise level in the work environment is usually moderate but may be loud with machinery and equipment in operation. Time out of the CFS facility could involve visiting donor farms and ranches where conditions may not be ideal due to inclement weather conditions. Visiting donor grocers and other food processing facilities could expose employee to icy, snowy conditions.

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this position.

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We offer a great benefits package including:

- 95% employer paid health insurance
- 100% employer paid dental insurance, life, and disability insurances
- 20 paid vacation days per year
- 9 paid holidays
- Matched Simple IRA

Pay range \$42000 to \$45000/year.

To apply for this position, please send a cover letter and resume via email attachment to [careers@communityfoodshare.org](mailto:careers@communityfoodshare.org)

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It is the policy of Community Food Share to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Community Food Share will provide reasonable accommodations for qualified individuals with disabilities.