



I. JOB TITLE: Food Sourcing and Assistant Director of Operations

Reports to: Director of Operations
Location: Birmingham, AL
Type: FTE, exempt
Salary: \$48,000-\$51,000 per year plus benefits

II. JOB FUNCTION

The Food Sourcing and Assistant Director of Operations is responsible for the Food Bank's food sourcing and food purchasing plan that supplies over 255+ partner feeding programs and the Food Bank's direct grocery/meal programs. This role monitors the inventory control system including food handling & storage, inventory records, inventory levels and execution of cycle counts. This position is also responsible for implementing the Food Bank's food safety program, ensuring compliance with AIB, USDA and Feeding America standards. Food safety duties include but are not limited to recall response, food defense implementation and staff food safety training. This role also assists with quality control and the supervision of drivers and warehouse associates ensuring workplace safety and excellent customer service.

IV. DUTIES AND RESPONSIBILITIES

- **Food Sourcing:** Oversees food sourcing and food purchasing plan that supplies over 250 partner feeding programs and the Food Bank's direct grocery/meal programs.
 - Forecasts agency and program product needs and places timely orders. Collaborates with programs team to build nutritious menus for initiatives targeting specific populations such as children, seniors, or patients facing chronic illnesses.
 - Solicits and receives key donation offers, USDA product forecasts, and purchasing choices in order to analyze the options and decide whether to accept and/or purchase items.
 - Accepts or declines donation offers in a timely manner utilizing Choice System, a Feeding America cloud-based system.
 - Monitors the Food Bank's online ordering system and inventory control software to ensure inventory levels are accurate in real time. Assists with the receipting process of donations, USDA and purchased product.
 - Adheres to the process for scheduling pickups and deliveries for donations/purchases in collaboration with the Retail Coordinator and Director of Operations.
 - Collaborates with donors & vendors to problem solve any issues concerning donation offers, pickups, deliveries, and/or receipting.
 - Manages the Food Bank's custom order program to ensure agency partners are able to source specific foods tailored to their needs/menus.

- **Information and budget management**
 - Coordinates the collection, analysis, and reporting of inventory data and ensures timely and accurate reporting to funders, auditors, and other relevant stakeholders (e.g. Quarterly Progress Report, board report, receipting).
 - Responsible for meeting program fee net revenue goals.
- **Food Safety**
 - Responsible for implementing the Food Bank's comprehensive food safety program, ensuring compliance with AIB, USDA and Feeding America standards.
 - Conducts weekly food safety trainings and monthly self-inspections.
- **Management:**
 - Assists with the hiring, training, leading, motivating and retaining operations staff committed to the mission and values of the Community Food Bank.
 - Assists with the development and implementation of written policies and procedures to ensure the effective, efficient, and safe operations of the distribution center operations.
 - Assumes the functions and duties of direct reports as needed including forklift and pallet jack operation. Participates in receiving, distribution and volunteer activities as needed.
 - Serves as the Food Bank's disaster response manager as needed.
- **Facility**
 - Assist with the efficient movement of product through receipting, storage and distribution, maximizing space, resources and avoiding waste or damage.
 - Assist with coordinating maintenance and repair contractors, ensuring compliance with work contracts.
 - Assist with the safe and efficient operation of equipment, electrical, plumbing, refrigeration, heating and air-conditioning and waste management.
- **Customer Service:**
 - Provides excellent customer service to all Food Bank customers including agency partners, clients, vendors, staff, donors, logistics personnel, and volunteers. Engages in the following tasks or behaviors that represent excellent customer service: sourcing and distributing quality food products, timely responses, punctuality and attendance, treating others with respect, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.
- Performs other duties as assigned
- Demonstrates a pleasant, professional and helpful attitude at all times.

V. QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university.
- 4 years management experience required.
- Distribution/supply chain work history a plus.

Skills and Abilities

- Excellent customer service and relationship building/interpersonal skills.
- Excellent communication skills (written and oral).
- Ability to self-start, work independently as well as work effectively in a team.
- Strong problem-solving skills in a team approach.
- Outgoing and communicative by nature.
- Proven ability to motivate others and foster an energizing, cooperative environment.
- Capable of multi-tasking and meeting deadlines.
- Strong organizational skills with an attention to detail and accuracy.
- Proficiency using databases, inventory control software, google sheets, excel and Microsoft Office Professional Suite.
- Pursue tasks with a sense of urgency.
- Valid Alabama driver's license and vehicle insurance.

VI. DESIRED QUALIFICATIONS

- Personal and professional values aligned with the Food Bank's dual mission (1) to feed people in need today and (2) foster collaborative solutions to end hunger tomorrow.

VII. ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to process information through a computer system.
- Ability to communicate with diverse constituents and staff.
- Ability to read, count and write to accurately complete all documentation.
- Ability to lift 50 pounds.
- Ability to drive motor vehicles, forklifts and operate pallet jacks.
- Ability to work varied hours/days to oversee responsibilities.

VIII. APPLICATIONS

To apply, please submit all of the following: **application**, **cover letter**, and **resume** to jobs@feedingal.org. Applications will be reviewed on a rolling basis until the position is filled.

Download applications from <https://www.feedingal.org/how-we-help/about-us/job-openings/>

The Community Food Bank of Central Alabama is an equal opportunity employer and provider.

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For more information visit www.feedingal.org.

This job description does not constitute a contract. Thank you for your interest!