



Food Recovery Program Associate

Are you interested in using your program and sales experience to make the difference in the lives of 116,000 Alameda County residents every month? Do you strongly believe that no man, woman or child in Alameda County should go to bed hungry? If you said yes to any of these questions, then please consider joining the Alameda County Community Food Bank's (ACCFB) mission of passionately pursuing a hunger-free community.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1 in 5 Alameda County residents. Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. The distribution of 31 million meal annually, through partnership with 200 community organizations, is the core of our efforts – which also include nationally-recognized advocacy and outreach efforts, nutrition and wellness, research, and partnerships in healthcare and education. We have received Charity Navigator's top rating for 11 consecutive years, ranking us among the top 1 percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

ACCFB's Food Recovery Program (FRP) works with retailers and grocery chains throughout Alameda County to recoup unsalable food products and redistribute these donations to our network of member agencies. The Food Recovery Program Associate provides administrative and account management support for the FRP in order to achieve the goal of maximizing food recovery through program growth and innovation. A critical component of this position is to maintain strong relationships with ACCFB member agencies and donors by conducting site visits, delivering trainings, addressing issues, tracking/recording reports, and analyzing data. Key responsibilities include:

- Conduct field visits/trainings, phone calls, and emails to support and strengthen member agency and donor relations.
 - Conduct safe food handling practices and FRP program training with member agencies and retail donors.
- Work with FRP member agencies and retail donors on a daily basis to ensure pick-up schedules maintained.
- Manage and update the Food Recovery retail donor and member agency databases.
- Manage the data input of the FRP receipts as needed.
- Actively monitor member agency FRP reporting and request missing receipts when necessary.
- Work with "phone-in" opportunity donations to partner member agency with retail donor.
- Assist with building and developing relationships member agencies and donors to grow program.
- Assist with the FRP recognition.
- Assist in organizing agency and retail donor workshops.

KNOWLEDGE SKILLS & ABILITIES

- Good computer skills (MS Excel/MS Word/Outlook/Calendaring). Ability to accurately translate and record information into various databases, generate reports, and provide analysis as requested.
- Highly organized with exceptional attention to detail.
- High degree of accuracy and dependability in written work.
- Excellent verbal and written communication skills. Ability to communicate both internally and externally at multiple levels of an organization.
- Ability to work independently, but also thrive in a diverse team environment.
- Ability to prioritize and handle multiple assignments in a fast-paced environment, especially during month-end requirements.

- Valid Class-C driver's license, access to reliable transportation and insurable driving record. Travel within Alameda County will be required (20%-40%).

PREFERRED KNOWLEDGE, SKILLS & ABILITIES

- Bilingual in English/Spanish or English/Mandarin or Cantonese.
- Knowledge of and experience with issues related to hunger and poverty.
- Bachelor's degree.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, and diversity.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards constant innovation and process improvement
- Innovative self-starter and problem solver with a bias towards action
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances

PHYSICAL REQUIREMENTS

This work is located in an office and a warehouse environment. Local travel within Alameda County (20%-40%) is required. The following physical abilities are necessary and essential functions of this position:

- Ability to lift up to 25 lbs.
- Ability to speak, hear, read, and write clearly
- Ability to quickly use deductive reasoning and communicate solutions
- Ability to withstand changes in climate and weather
- Ability to use a computer terminal for a minimum of 7 hours per day
- Ability to walk through a warehouse building several times per day

This is a full-time non-exempt position. The starting hourly wage range is \$21.63-\$22.65 per hour, depending on experience. We offer an outstanding benefit package including:

- Medical: 100% for employees and 93% for dependents for Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% for employees and their dependents.
- Vision: Optional
- Flexible Spending Accounts: Optional
- Commuter Benefit Account: Optional
- Supplemental life, ADD & LTD insurance: 100% coverage
- 403(b) plan available on the first day with employer match after 1 year of service
- Employee Assistance Program: 100% coverage for employee and dependents
- Generous vacation, sick and holiday leave accruals

If you meet these qualifications and want to join our mission, please send your *resume and cover letter* through our Careers page located at <https://www.accfb.org/about-us/careers/>

Due to high volume from our open positions and our limited capacity, we are unable to accept phone inquiries at this time. Thank you for your interest!

ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in

which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Posted: 02/12/2018