

Job Title: **Community Produce Program Administrator**
Department: Programs
Reports To: Program Manager
Classification: Regular, Full-time, Non-Exempt
Location: Fairfield, CA
Work Schedule: Tuesday to Friday, 10am-7pm, Saturday, 8am-4:30pm, 1 Sunday per quarter

The Community Produce Program (CPP) Administrator is responsible for the daily oversight of CPP drivers and volunteer site teams in the execution of program objectives. The Food Bank's Community Produce Program was created in 2012 with the purpose of distributing fresh produce to communities in need. The program serves 65+ sites throughout Contra Costa and Solano counties, 7 days per week.

Essential Duties and Responsibilities

- Monitor active sites for acceptable participation and productivity levels.
- Oversee process of documenting any items that need to be brought into compliance.
- Visit sites on a regular rotation, minimum 10 sites per week, 4 times annually.
- Maintain accurate logs and spreadsheets.
- Visually spot check/inspect produce loads for quality, as needed.
- Visually inspect CPP vehicles and drivers' review daily log.
- Establish daily load balance by route to maintain 90% distribution goal.
- Prepare monthly distribution summary for partner sites.
- Communicate and schedule regular maintenance visits with Operations team.
- Investigate and address any client/site coordinator concerns/complaints.
- Proactively seek new site prospects and volunteers for CPP host locations.
- Other duties as assigned.

Qualifications

- High school diploma required, and three to five years related experience and/or training in program or project management; or equivalent combination of education and experience.
- Schedule preparation, planning and management experience, required.
- Experience directly supervising staff, required.
- Valid CA driver's license and insurance, and ability to be covered under the Food Bank's auto insurance policy, required.
- Ability to lift up to 30 lbs.
- Proficiency with MS Office (Word and Excel) and order processing systems.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Basic math skills including ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Displays courtesy and sensitivity; manages difficult or emotional customer situations.



Job Opening

Additional Information

- Work Schedule: Tuesday to Friday 10am-7pm, Saturday 8am-4:30pm. Sunday rotation minimum 1x per quarter or as needed.
- Requires ability to work outdoors and in low income areas.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: "**Community Produce Program Administrator.**" Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
P.O. Box 6324
Concord, CA 94524**

For more information about us, please visit: <http://www.foodbankccs.org>

The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer