



The California Association of Food Banks believes that food is a fundamental right. Food is medicine, it is fuel for learning, a teacher of cultures, and convener of communities. And, right now 10 million Californians don't know how or when they will next eat. We're working to change that.

We are proud to amplify the voice of food banks and of hungry Californians in the corridors of our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and throughout our state. We do this to influence public policy to enhance the safety net, ensure that fresh produce and healthy proteins are accessible to all Californians, connect hungry residents with nutrition programs, and support our 41 member food banks in their work to feed our communities.

### **Farm to Family Operations Administrator**

#### **Position Description:**

The Farm to Family (F2F) Operations Administrator is responsible for the produce program as it relates to routing, planning, order creation and processing produce offerings.

#### **Duties & Responsibilities:**

- Manage day-to-day produce program tasks which includes:
  - Creating the weekly order forecast
  - Executing weekly order forecast, inputting and sending orders
  - Increasing produce poundage by managing offerings and monitoring poundage report
  - Reviewing and approving F2F produce bills;
  - Resolve all vendor-related issues that may come up regarding loading problems, product quality, etc.
  - Post and fulfill California produce offerings to Feeding America's membership
- Provide after-hours support to resolve loading issues in a timely manner
- Create yearly routes based on food bank projections
- Maintain professional communication with food banks and vendors
- Maintain and update F2F Assistant desk manual
- Other job duties as necessary and assigned

#### **Qualifications:**

- Minimum of 2 years professional experience with data entry/order processing
- Bachelor degree preferred but not required
- Computer proficiency, specifically Microsoft Outlook, Word, Excel and Netsuite
- Quick learner and good listening skills
- Attention to detail and accuracy
- Ability to work in fast-paced, high-volume environment
- Excellent professional written and verbal communication skills; as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB
- Good organizational and time management skills
- Commitment to the mission of CAFB

**Location:** Downtown Oakland; however, we are in a virtual office environment for the time being

**Reports To:** Farm to Family Associate Director

**Employment Type:** Full-time, exempt, 37.5 hours per week

**Compensation:** \$55,000-\$65,000, depending on experience. Benefits include generous employer-paid health, dental, and vision; retirement program; life insurance; and PTO.

**To apply:** Please visit the link below to fill out the web form, and attach your cover letter and resume where indicated. Documents will not be reviewed unless they are submitted in the required format. Please read the instructions carefully. Applications accepted until position is filled.

**Application link:** <https://fs10.formsite.com/cafb2/pzmqzpxsfy/index.html>

Join us in creating a California where every person has the nourishment they need to thrive. We're a small but mighty staff of nearly 30, working in a classic old building in downtown Oakland — conveniently located near the 19th Street BART station. Both the building and the office are ADA accessible.

It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal opportunity employer, and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.

*The California Association of Food Banks embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.*