



**CALIFORNIA
ASSOCIATION OF
FOOD BANKS**

Position: **Produce Administrator, Farm to Family**
Location: Oakland

The California Association of Food Banks is proud to amplify the voice of food banks on behalf of hungry Californians. We do this by influencing public policy, enhancing the social safety net, ensuring that fresh produce and healthy proteins are available to all Californians, connecting hungry residents with nutrition programs, and supporting our 41 member food banks in their work to feed our communities.

Our Farm to Family program delivers more than 160 million pounds of fresh fruits and vegetables annually to food banks throughout the state — nourishing our communities and reducing food waste. The program also secures and delivers shelf-stable foods like beans, soups, cereals, and grains, as well as proteins like eggs and meat. Farm to Family plays an essential role in California’s food safety net and the food waste diversion chain.

JOB SUMMARY

The Farm to Family (F2F) Produce 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:
 - Executing weekly order forecast, inputting, and sending orders.
 - Increasing produce poundage by managing offerings and monitoring poundage report.
 - Resolve all vendor-related issues that may come up regarding loading problems, product quality, etc.
 - Post offerings on PMM and fulfill FA orders.
- Maintain professional communication with food banks and vendors.
- Other job duties as necessary and assigned.

QUALIFICATIONS

- Minimum of 2 years professional experience with data entry/order processing.
- Bachelor’s degree preferred but not required.
- Computer proficiency, specifically Microsoft Outlook, Word, Excel and Netsuite.
- Quick learner and good listening skills.
- Detailed Oriented
- Process Driven/Able to handle Complex issues
- Collaborative
- 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

We're a small but mighty staff of 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. However, we are in a virtual office environment and look to transition back to the office in February 2022, based on guidance of local health regulations.

Reports to Farm to Family Associate Director

Employment Type

Part-Time, non-exempt, 20 hours per week
Some Part-time benefits available

To Apply

Please read the instructions carefully. 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. Applications accepted until position is filled.

Application link: <https://fs10.formsite.com/cafb2/F2F-Produce-Admin/index.html>

About CAFB

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. Right now, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We value diversity and seek to reflect it on our team and how we do business. 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.

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.