



F2F Foods Purchasing Manager

Who are we?

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.

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 a 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.

Our Values:

- **Dedication**—We are committed to ending Hunger in CA, while acknowledging and working to dismantle systems of oppression and injustice that perpetuate food insecurity.
- **Inclusion**—We value the diverse and intersectional voices, cultures, and experiences of our colleagues and of our state.
- **Collaboration**—We work with and support each other, our member food banks, partners, and the CA community.
- **Transparency**—We cultivate trust between each other and among our stakeholders through transparency.
- **Accountability**—We take ownership of our successes and mistakes, encouraging vulnerability and asking for help.

What are we looking for?

CAFB seeks a Foods Purchasing Manager for our Farm to Family team. This role is responsible for managing purchased and non-produce foods program ensuring all the program goals are executed. They will be communicating with participating food banks to gather feedback on satisfaction with program and item preference, and will provide resolution of operational issues with vendors, transportation, and food banks.

The expected annual pay range for this exempt role is \$64,480-\$72,150.

What success looks like:

Ideal candidates have excellent professional written and verbal communication skills, as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB.

Responsibilities:

- Actively procure non-produce items for Member Food Banks in support of the current poundage goal.
- Drives process for publishing daily offers for the food banks, emphasizing Proteins and Dairy while encouraging all members to utilize state CalFood funding to participate.
- Solicits feedback from participating food banks to gather feedback on satisfaction with the purchase program and item preferences.
- Manages the weekly Purchased Mixed Produce Boxes program.
- Responsible for the segment of ERP System (NetSuite) relevant to Purchase Program ensuring up-to-date maintenance of vendor information and items offered (type/weight/pack scheme/ cost).
- Administers Invoicing Process through NetSuite for accurate, timely payables to vendors.
- Evaluates the dynamic vendor matrix to ensure the strongest partners are on board in terms of cost, quality, and service level. Adds or removes vendors as needed.
- Provides resolution of operational issues with vendors, transportation, and food banks.
- Conducts monthly analysis of the program to support the achievement of established metrics. Implements audits & analysis as requested.
- Acts as mentor/consultant for Farm to Family Staff
- Solicits any donation opportunities as they become available.
- Assist in the hiring process and staff development for the F2F Foods program.
- Performs other job duties as necessary and assigned.

What you'll bring to the table (qualifications):

- Bachelor's degree preferred but not required
- Purchasing experience with food
- Computer proficiency, specifically Microsoft Office; NetSuite (preferred)
- Quick learner and good listening skills
- Attention to detail and accuracy
- Excellent professional written and verbal communication skills; as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB
- Ability to work in high volume, time-critical processing environment
- Good organizational and time management skills including multi-tasking
- Commitment to CAFB's mission.

Location

Based in Oakland with working a hybrid work schedule, with Tuesdays and Wednesdays in office.

To Apply

Please visit the link below to fill out the web form and attach your cover letter and resume where indicated. Please read the instructions carefully. Applications accepted until position is filled.

[Application link: https://fs10.formsite.com/cafb2/DirResearchProgDev/index.html](https://fs10.formsite.com/cafb2/DirResearchProgDev/index.html)

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.