



Position Title: Sr. Manager for Food Sourcing  
Reports to: Chief Operating Officer  
Job Classification: Full-time, Exempt

### **Job Overview**

The Sr. Manager for Food Sourcing leads the development and execution of the SLO Food Bank's strategy to acquire low and no-cost food to nourish our neighbors in need - sourcing nearly 4.7 million pounds of nutritious food last year alone. Additionally, this position leads organizational efforts to maintain required food safety training and permitting for staff, volunteers, and facilities, overseeing the execution of the SLO Food Bank's food safety policies, and providing guidance to external food bank partners. This is a full-time position and reports directly to the Chief Operating Officer.

### **Strategic Sourcing & Procurement**

- Lead development and execution of the annual food procurement budget and sourcing strategy.
- Develop and maintain relationships with food manufacturers, producers, and brokers to purchase food and facilitate donations.
- Set annual food sourcing goals aligned with nutrition standards, community demand, budget, and grant deliverables.
- Collaborate with Finance to manage food purchasing budgets, grant allocations, and food valuations.
- Lead the organization's response to food drive inquiries, including tracking and communication.
- Coordinate food procurement through government food assistance programs.
- Establish annual purchasing budgets in collaboration with Finance and Community Services.
- Lead ongoing reporting of sourcing performance, trends, and budget utilization.

### **Cross-Department Collaboration**

- Maintain healthy, proactive relationships with all staff to facilitate an inclusive culture, effective communications, and solution-focused collaboration.
- Work closely with the Community Services and Receiving & Inventory teams to forecast needs, align supply with demand, and ensure smooth operational flow.
- Collaborate with Community Services teams to ensure food quality and culturally responsive choices.

- Collaborate with the Sr. Manager for Receiving and Inventory to plan for deliveries and to forecast need.

### **Leadership & Supervision**

- Lead the three-person food rescue team, supporting their work to procure food that would otherwise go to waste.
- Provide guidance, development, and support to staff to maximize team performance and engagement.
- Update food sourcing training materials to improve processes within the team and cross-departmentally.

### **Compliance & Reporting**

- Ensure all sourcing practices meet food safety standards, regulatory compliance, and grant requirements.
- Function as the authoritative lead on all food safety practices related to all SLO Food Bank operations to ensure safe and efficient receiving and use of food.
- Develop and maintain SLO Food Bank's food safety policies. Ensure communication and effective understanding of the policies to staff, volunteers, and community partners.
- Act as SB1383 Liaison with the Integrated Waste Management Authority, building relationships and understanding of our shared interests and responsibilities.
- Be an active member of external groups pertaining to food sourcing and food recovery for the SLO Food Bank.
- Support audits, monitoring visits, and grant documentation needs.
- Other duties and responsibilities as assigned.

### **Qualifications**

- Has a passion for the SLO Food Bank's mission.
- Is a strategic purchaser with a talent for negotiation and identifying valuable opportunities.
- Thrives when building partnerships and finding win-win scenarios.
- Is comfortable making decisions, allocating resources, and prioritizing operational objectives.
- Actively seeks opinions of others to make informed decisions.
- Interacts effectively with individuals of diverse backgrounds, experiences, and personalities.
- Is proficient in the standard Microsoft Office suite.
- Has experience in inventory, data, and financial management platforms; experience with QuickBooks preferred but not required.

- Is comfortable working in a busy office and warehouse environment with interruptions, including ability to pay close attention to detail when planning and reviewing significant purchases.
- High level of interpersonal skills and knowledge of how to work effectively and professionally with both co-workers and external supporters and clients.
- Currently holds a ServSafe Food Manager Certification or has the ability to obtain the certification.
- Bilingual in Spanish and English preferred but not required.

**The ideal applicant is someone who has knowledge of:**

- Food supply chains, procurement best practices, and food rescue operations
- Commodity markets, pricing trends, and regional agriculture
- Food safety regulations and SB1383 requirements
- Budget development and financial controls
- Inventory platforms (e.g., Primarius)
- Nonprofit operations, grant compliance, and donor stewardship

**The ideal applicant has the ability to:**

- Lead cross-functional teams and mentor staff
- Build and maintain vendor and donor relationships
- Translate data into strategic decisions
- Prioritize competing tasks and deadlines in a dynamic environment
- Develop and maintain budgets and forecasts
- Communicate effectively across organizational levels
- Represent the organization with professionalism and mission alignment
- Obtain forklift operator certification

**Requirements**

- 18 years of age or older.
- Valid Driver's License, clean driving record, and proof of insurance.
- Reliable transportation to work.
- Bachelor's degree from an accredited college or university or equivalent experience. Graduate degrees also welcomed.
- Three to five years of relevant experience in supply chain, business agriculture, food sourcing, food science, agriculture, inventory management, nutrition, or related field.

### **Salary & Benefits:**

- Starting salary of \$80,000-85,000 per year.
- 10 paid holidays per year.
- 12 paid vacation days per year (vacation accrual escalates based on years of service as detailed in the Employee Handbook).
- 80 hours of paid sick leave per year.
- Eligible for employer-subsidized healthcare benefits.
- Eligible for participation in optional 401k plan, with employer matching 50% of employee's annual contribution up to a total organizational match of 3% of annual salary.
- Working with an amazing team in providing life-enhancing care to our most vulnerable neighbors!

### **Work Conditions / Physical Demands**

The position is based out of the SLO Food Bank's offices at 1180 Kendall Road, San Luis Obispo, CA, and works alongside a dedicated group of approximately 37 staff and 1,500 volunteers. The position will require the ability to:

- stand for extended periods of time
- see details at close range (within a few feet of the observer)
- lift, carry, and load up to 25 pounds
- bend, stoop, climb, and crouch repeatedly throughout the day
- stand, walk, and kneel for long periods of time
- spend extended periods of time operating a computer

**Variable work environment:** work is conducted both indoors and outdoors with varying environmental conditions. Indoor facilities are kept at cold temperatures, so warm clothing is required. Noise level varies from quiet office environment to very noisy warehouse. Exhaust and dust may be present in the warehouse receiving area. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Equal Opportunity Employer**

The Food Bank Coalition of San Luis Obispo County is an at-will, equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.

**To Apply:** Please submit a cover letter and resume to: [akeisler@slofoodbank.org](mailto:akeisler@slofoodbank.org) no later than EOD Wednesday, March 18, 2026.