



Position Announcement Food Sourcing Coordinator

About Second Harvest of Silicon Valley

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy by providing enough nutritious food for over 58 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

Purpose of the Position:

As the Food Sourcing Coordinator, you will be responsible for providing strong customer service and organizational support to the Food Sourcing team. Key responsibilities include communicating and coordinating with a variety of food donors and vendors, purchasing weekly commodities, and meticulously tracking key data analytics that support department and strategic initiatives. You must be self-directed, possess strong business acumen and have an aptitude for anticipating current priorities. You will need to have an exceptional attention to detail and strong organizational skills, and ability to work independently and solve problems quickly with minimal supervision or direction.

Duties and Responsibilities:

- Manage weekly purchased commodities and place order with vendors based on inventory level
- Manage the food donor phone line and email inquiries providing excellent customer service to potential and established food donors
- Create and track donation and purchase orders accurately to ensure product is received as specified and made available for distribution
- Coordinate and see through donation requests with donors, transportation and operations from initial contact through completion
- Provide oversight of donations that go through MealConnect (and Real Time); which includes but not limited to, checking receipt submission, following up with agencies on missing reports, and correcting any data errors to ensure the pounds are properly being accounted
- Collaborate with a wide variety of individuals such as internal staff, donors, partner agencies, volunteers, peer organizations and Feeding America staff
- Create required reports that are submitted to Feeding America
- Create poundage and data reports as requested and maintain other tracking documents
- Act as a backup in managing USDA orders and tracking
- Assist with grant management and compliance



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- Attend meetings and conference calls and take detailed notes
- Maintain filing systems or order office supplies as needed
- Process invoices and resolve discrepancies with internal staff and vendors
- Provide support to the Food Sourcing team on special projects
- Perform other duties as assigned in order to satisfactorily complete Second Harvest of Silicon Valley's goals and objectives

Qualifications:

- Bachelor's degree from an accredited college/university or equivalent work experience
- Exceptional customer service skills with the ability to exude warmth and appreciation with external and internal business partners
- Excellent written and verbal communication skills
- Exceptional organization and prioritization skills with meticulous attention to detail
- Forward thinker, independent and self-motivated individual with the desire and ability to take initiative to move projects forward
- Strong critical thinking skills, natural good judgment and decision-making skills
- Excellent computer skills, particularly in word-processing and database management
- Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure; complete tasks in a timely manner
- Proven ability to work both independently and cross-functionally within teams
- Flexibility to adjust in a changing environment and willingness to take on additional responsibilities
- Ability to perform duties in accordance with Second Harvest's Safety Policies and Injury Prevention Program
- Possession of a valid California driver's license and a clean DMV record. Willingness to drive personal vehicle, as necessary. Compensation for business mileage to be reimbursed at standard IRS rates.

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| Reports To: | Director of Food Sourcing |
| Location: | Second Harvest of Silicon Valley, 750 Curtner Ave, San Jose, CA 95125 |
| Hours: | Full-Time, Exempt. Regular schedule with occasional evenings and weekends. |
| Compensation: | Salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and retirement plan. |



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