

AmeriCorps Member Job Description

MANNA's Mission: *Involving, educating, and uniting people in the work of ending hunger in Western North Carolina*

Position Title: Food Sourcing Admin. Associate

Reports to: Food Sourcing Director

Schedule: **Mon. – Fri. 8:00a – 4:00p**, unless attending AmeriCorps events or meetings. The schedule may include some evening and weekends to support special events.

General Description of the Position:

- **Food Purchasing**
 - Assist Food Sourcing Director in securing enough healthy nutritional food to meet the demand of our agency partners and the people they serve in WNC
 - Provide administrative support to the purchasing function beginning with p/o generation to processing and reconciling invoices from vendors.
 - Research and identify additional potential donors in WNC
 - Focus on obtaining food that is culturally appropriate for the different groups of people we serve.
 - Work collaboratively with other MANNA departments (Agency Relations, Food & Nutrition Services, Operations and others) making sure the right mix of products are sourced and flow through operations as quickly as possible, so that we have an uninterrupted supply of food for our neighbors in need.
- **Food Drives**
 - This position will work to secure donated food through community food drives aimed at schools, workplaces, faith communities, and neighborhoods.
 - Train and recognize core groups of volunteers for food drives, and other food sourcing events.
 - Work collaboratively with other MANNA staff (development, operations and volunteer departments) and other organizations that carry out traditional food drives and food sourcing events- Mountain State Fair, Ingles Giving Tree, National Association of Letter Carriers, Student Food Drive, and other food sourcing events.
 - Develop and maintain standard procedures and “tool kits” for food drives and food sourcing events
- **Farm to Agency Direct; Untapped small/local WNC agriculture potential partners**
 - Develop a plan to expand the food coordinator position to include food donated from small farms.
 - Establish a farm to agency direct link in order to reduce the time rescued produce spends waiting to be distributed.
 - Seek out direction/insight from Feeding America and other Foodbanks that have similar program

Oversight of other Persons/Positions:

- Supervise volunteers and volunteer groups on and off site and coordinates food drive and event volunteers with Food Sourcing Director and Volunteer Manager.
- Work directly with local farms and agency partners

Principal Activities of the Position:

Understand Food Sourcing tools and procedures

- Create new vendor information files when new vendors are identified
- Generate purchase orders for approval
- Communicate with vendors p/o requirements
- Track p/o and work with the Inbound Receiving Supervisor on scheduling inbound loads
- Follow-up with vendors on any discrepancies or missing invoices.
- Research and identify additional potential donors including manufactures, distributors, packing houses, etc.

Develops and Supports Volunteers

- Create and implement an annual Food Drive work plan.
- Establish food drive goals, including evaluation (quantity and quality) measurements.
- Leads in developing strategies to foster and recognize food drives with the general public with the support of MANNA's development department.
- Recruit and develop volunteer leadership and leadership teams for food drive and food sourcing events.
- Develop standard operating procedures for MANNA organized food drive, and procedures for food sourcing.
- Represents MANNA as needed at planning and food drive, food sourcing meetings and make presentations.
- Participates in Operation, Development, Programs Department, All Staff, and special teams as needed during term of service.

Engagement of Youth and Community

- Coordinate aspects of the Student Food Drive, a food drive which engages high school students in the work of ending hunger. This includes conducting outreach to schools, providing hunger education to schools, coordinating logistics, kick off and wrap up events, and recognition.
- Train volunteers for MANNA food sourcing events including the Ingles Giving Tree Food Drive, and National Association of Letter Carriers Food Drive, in cooperation with MANNA development, operations, and volunteer center staff.
- Participates in Department, All Staff, and Special Event meetings during term of service.

Involvement with local farms

- Create a list of local farms, identifying location, what they produce, capacity, wiliness to donate abundance to MANNA Foodbank and partner agencies
- Establish goals for sourcing local produce
- Facilitate direct farm to agency relationship

Job Qualifications:

- Understands and is committed to MANNA's mission
- Must have reliable transportation; possession of a valid drivers' license is preferred
- Has outstanding skills in communication, leadership, planning, organization, and computer proficiency
- Communicates effectively with all constituencies including staff, volunteers and the public
- Possesses the ability to coordinate groups of volunteers in an organized fashion and is comfortable and demonstrates confidence speaking in front of groups
- Serves effectively as part of a team, is a problem solver, self-starter, and is able to respond quickly to changing requirements
- Has a consistent positive attitude, and a desire to learn the inner workings of a non-profit organization

Working Conditions: This position works in a warehouse setting that can be at times, hot or cold depending on the season. The position may require the operation of appropriate load handling equipment such as pallet jacks and forklifts. This is a fast-paced hands-on physical work environment. The noise level in the work environment is moderate to moderately loud within the Warehouse.

Physical Demands: Position requires the ability to frequently lift and transport 50+lbs, the operation and use of appropriate load handling equipment such as pallet jacks and forklifts. This includes pushing and pulling of product throughout the warehouse. While performing job duties this position is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. This position is frequently required to stand; walk; and stoop, kneel, or crouch. The individual is occasionally required to sit and climb or balance. The employee must regularly lift and move objects as described above. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Every MANNA FoodBank employee must subscribe to the Statement of Philosophy and the Mission Statement of MANNA FoodBank. Employees must also adhere to MANNA's Drug and Alcohol Policy. These documents are on file in the Office of Finance and Human Resources.