

## **Food Resource, Procurement, and Route Coordinator**

The Food Resource, Procurement, and Route Coordinator is responsible for the overall development and retention of food donation accounts and increasing the food rescue and recovery quantity. The successful candidate will proactively provide daily customer service to current accounts and resolution of inactive accounts, manage the purchasing function for all programs of the Food Bank, promote, develop, and coordinate food drives that benefit the Palm Beach County Food Bank, and prepare the schedule for daily routes. This position works in partnership with Inventory Control, Operations, Truck Drivers and the Programs team.

### **Duties and Responsibilities**

Grow food sourcing volume through various channels including food agents and distributors

Establish, develop, and maintain donor relationships with food industry companies (supermarkets, logistics providers, farmers, hotels, country clubs, small food stores, restaurants, etc.) and individuals to facilitate the donation of food products

Initiate new relationships and follow-up with current relationships to ensure donor development, donor growth, and timely resolution of issues

Maintain food donor account records and files, purchased commodities, and vendors as assigned

Represent the Palm Beach County Food Bank at external food drives and make recommendations, provide guidance and provide information to the public

Coordinate and update the daily food rescue and food recovery route schedule

Implement food procurement activities and ensure maximum yield of budget

Develop and maintain a pool of quality vendors

Coordinate logistics with regards to purchasing food products and product arrival and shipment

Preserve existing relationships and create new relationships with internal and external customers

Develop monthly in-bound forecast (food sourcing) and provide weekly updates

Performs other duties as assigned

### **Qualifications**

Bachelor's degree or the equivalent combination of education and experience with food resource and food procurement

Minimum 2 years of active food industry experience or comparable industry experience

Significant experience in business/account sales development and management

Strong negotiating skills and comprehensive experience in customer service management

Self-starter who can work independently and efficiently under minimal supervision

Honesty, integrity, and commitment to hunger relief

Sales and marketing focus with outstanding customer service skills

Outstanding verbal and written communication skills, analytical and organizational skills

Ability to prioritize and plan work activities, uses time efficiently, and develop realistic action plans,

Solid computer literacy and data entry skills required with proficiency with MS Word, Excel, PowerPoint

Flexible, patient and easily adapt to changes

**Problem Solving**—Ability to identify and solve problems in a timely manner along with gathering and analyzing information

**Judgment**—Ability to make decisions that are timely, sound, and accurate

**Safety and Security**— Promotes safety and security procedures and uses equipment and materials properly

Experience with Primarius (P2) – data input & reports generation is preferable

### **Physical Requirements**

With or without reasonable accommodation, employees in this position must be able to drive, stand, walk, talk and hear. The employee frequently is required to sit. Further details of established essential functions for this position will be addressed/discussed during the interview process.

The Palm Beach County Food Bank is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.

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