



Hunger Task Force Position Description: Food Procurement Manager

Department: Operations

Reports To: Associate Director

FLSA Status: Exempt

General Function: The Food Procurement Manager develops and leads a strategic approach to the agency's food program procurement, assuring an array of healthy foods are offered to Milwaukee County food pantries, soup kitchens and homeless shelters. Selects and purchases food for the food bank including providing all administrative support and decision making for food inventory management within the federal commodity programs TEFAP and CSFP. Provide strategic analysis of inventory supplies, forecasting future food needs by amount and category. Recommends food purchases within agency budget and through the Development Team with private sector funds. Actively solicits food producers and farmers for sustainable sources of healthy foods for both purchase and contribution.

Essential Duties and Responsibilities

- Provide leadership to influence food distribution and delivery outcomes. Organize communication and shared decision making with Warehouse, Food and Development departments.
- Solicit bids for and purchase foods to assure an even flow of a diverse array of foods within the Hunger Task Force Network.
- Provide administrative decision-making on food choices within federal commodity programs TEFAP and CSFP. Direct and influence food menu offerings to network programs to assure variety required to respect diet, religion, cultural and personal preferences of people served.
- Provide monthly analysis of inventory thresholds and any events of consequence to inform food allocation. Monitor the quality, quantity, cost, and efficiency of current and future food resources, recommending adjustments to distribution methodologies as needed.
- Provide quarterly inventory projections and an analysis of food costs to inform the annual budget and donor solicitation from the Development Team.
- Solicit food producers and farmers as both vendors and donors of food.
- Create new, substantial and sustainable food contribution relationships with farmers and food producers. Foster relationship logistics and acknowledgements.
- Assure all supplies needed for Warehouse logistics, events or campaigns are on hand, maintained properly and in good condition.
- Working with vendors, maintain agency fleet.

Supervisory Responsibilities

None.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Education and/or Experience

Bachelor's degree (B.A.) from four-year College or university; and 5 years' experience in Logistics and Supply Chain Management.

Certificates, Licenses, Registrations

Valid Wisconsin Driver's License, clean driving record; Knowledge of standards for safe food handling, storage & distribution; Knowledge of occupational and safety standards; Knowledge of ADA and Civil Right Compliance issues

Other Skills, Abilities and Qualifications

- Demonstrated ability to work with diverse populations, experience in donor relations or customer service. Fluency in a second language preferred.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Internet software; Inventory software; Project Management software; Spreadsheet software and Word Processing software.

Physical Demands 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.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

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Salary Range: \$65,000-\$88,000