



Procurement and Inventory Specialist

Summary

Build relationships with farmers and other food sources to secure quality food procurement. Inspect all food per quality standards and enhance our inventory management system with FIFO and restocking strategies.

Responsibilities

1. Food Procurement

- Build relationships with farmers and producers for food procurement. This includes both paid product, and gleaned products. Establish trusting and mutually beneficial relationships.
 - Tour farms to understand process and build relationship with farmers
 - Ensure MOU and photo releases are signed
 - Determine ways our organization can partner in capacity building, marketing, and events
 - Capture stories and photos that help tell the community about the importance of our local farm partners.
- Source and purchase foods that promote that follow our nutritional policy.
 - Strive for partners that represent BIPOC, Woman-owned, or Veteran farmers.
- Develop a formal procurement strategy and written process.
- Adhere to procurement budget and track actuals. Work closely with business manager (or finance) on monthly budget/expenses.
- Provide quarterly and annually WSDA reports (should we receive food \$\$ from a grant)

2. Food Quality / Stewardship

- Follow guidelines from WSDA and Health Department as the governing guides to food safety and process (i.e., FIFO, Cross-contaminations, etc.)
- Maintain the appearance, health, and safety of the cold storage areas,
- Execute and instate all food waste reduction protocols.
- Ensure recording of all cooler/freezer temps daily.

3. Inventory Management

- Enhance inventory tracking system for optimized inventory control procedures.
- Assist with inventory onboarding design requirements
- Examine the levels of raw materials and supplies to determine shortages
- Work with Inventory and Logistics Manager to:
 - Document daily shipments and deliveries to replenish inventory
 - Create detailed reports for adjustments, inventory operations and stock levels
 - Evaluating incoming inventory, ensuring coordination of pickup and delivery
- Work closely with Market Manager on inventory levels for Market replenishing of products



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Qualifications and Skills

Education

- High school diploma/GED required

Requirements

- U.S. work authorization required
- Forklift and Food Handler's Permit
- Lift at least 50 pounds safely with reasonable accommodation

Customer Service

- Engage with and understand our community partners.
- Address partner needs or concerns through clear and professional communication
- Serve as a brand ambassador in every interaction with community partners and public

Interpersonal Skills

- Display a positive high-energy attitude and demeanor to motivate and inspire all stakeholders.
- Learn quickly and request clarification when needed
- Provide professional oral and written communication
- Work as part of a team
- Build relationships with stakeholders (community partners, donors, clients, and staff)

Work Ethic

- Deliver consistent and punctual attendance
- Act with integrity and honesty
- Keep composed during changing situations, events, or traffic
- Follow operational policies and procedures to ensure the safety of all volunteers, donors, and staff

Technical

- Proficiency in Windows, Microsoft Word, Excel, Internet, and Outlook
- Working knowledge of databases is preferred

Hours of Work

- Status: Non-Exempt 40 hours/week
- Reports to: Inventory and Logistics Manager



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Compensation and Benefits

Status: Full-Time, Hourly

Salary Range: \$41,760 – \$48,024

Location: Buckley, WA. Some local (Pierce County) travel may be required.

Benefits:

- Unlimited PTO
- Holiday Pay
- 401k