

Ohio Association of Foodbanks

Location:	100 East Broad Street, Suite 501, Columbus, OH 43215		
Job Title:	Food Resource Manager		
Reports to:	Carol Whitmer, Director	Title:	Grocery Procurement and Child Nutrition Initiatives Ohio Agricultural Clearance Program & Partner Relations
	And Erin Wright, Director		
Starting Salary:	Pay Grade: 4.5 Salary range: \$52,500 to \$75,500 Type of position: Mid-level	Hours: 40 / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	

Position Overview

This full-time position will work to assist with the planning and coordination of the Ohio Food Program and Agricultural Clearance Program (OFPACP). OFPACP makes nutritious, shelf-stable food and protein items available to Ohio's 12 Feeding America foodbanks. Through funding made possible by the State of Ohio, and in cooperation with the Ohio Department of Job and Family Services and dozens of vendors and producers, OFPACP provides millions of pounds of center-of-the-plate foods and nutritious fruits, vegetables, and protein items to hungry Ohio households each year. The position will also serve as the program coordinator for the summer weekend and rural meal delivery program. The summer weekend meals program provides six kid-friendly, shelf-stable weekend meals to children each week for 10 weeks during the summer. The summer rural delivery meals program provides 11 kid-friendly, shelf-stable meals to children each week who have transportation and access barriers that make attending other summer meals programs difficult.

Essential Job Functions

- Assist purchasing staff by entering orders and receiving reports. Follow up on quality issues, product rejections, discrepancies, damages, late loads, and other unforeseen problems.
- Oversee the accounts payable processes to make sure correct rates have been invoiced and provide resolutions for all billing disputes.
- Grow, develop, and maintain working relationships with vendor partners, growers, freight carriers, and member foodbanks.
- Generate reports using Excel and web base accounting software.
- Attend relevant conferences and trade shows to network with growers/producers, manufacturers, and foodbank members. Participate in network related phone calls and webinars.
- Act as program coordinator for summer meal programs. Conduct weekly site visits during the summer months, coordinate sponsor paperwork, enter inventories into database, coordinate transportation, follow up on any issues with program participants, and train new participants.
- Prepare program reports for funders and compile compliance data.
- Assist in planning meetings, conferences, and webinars as needed.
- Work with foodbank staff to understand ever-evolving needs and priorities.
- Attends work regularly and on time, as attendance and punctuality are essential functions for this position.

Other Duties and Responsibilities

- Acts as an engaged member of the association staff.
- Participates in staff meetings as needed
- Assists with identifying emerging needs and trends within the Ohio Association of Foodbanks networks.
- Other duties as assigned.

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Required Qualifications and Competencies

- Bachelor's degree OR equivalent experience in food purchasing, Agribusiness, or food service management.
- Prior experience working with USDA programs.
- Knowledge on issues of food insecurity, nutrition, and/or poverty preferred.
- Knowledge of food safety regulations.
- A demonstrated commitment to high professional ethical standards.
- Excellent computer skills and proficiency in Microsoft products and web-based software.
- Excellent communication skills, both verbal and written.
- Excellent interpersonal skills, and high comfort level working in diverse environments, inclusive of business and government.
- Strong attention to detail and organizational skills.
- Must have a valid Ohio driver's license, state-required minimum insurance, reliable transportation, and ability to travel to work sites within and outside of Ohio as needed.
- Willingness to work flexible hours occasional early mornings, late evenings and weekends as needed.
- Must be able to remain in a stationary position for extended periods of time. Position occasionally requires lifting and moving up to 30lbs.

This job description reflects management's assignment of essential functions and other duties and responsibilities; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.