

Rhode Island Community Food Bank

Job Description

Position Title: Assistant Director of Acquisition and Distribution
Reports To: Director of Operations
Status: Exempt (salaried)



Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Position Summary: The Assistant Director of Operations is responsible for all food acquisition activity including donor solicitation and acknowledgement, purchasing, coordination with FA and regional partners, coordinating with local farming efforts. The assistant director is also responsible for all distribution planning and management working closely with the Director of Operations and ensuring that all food is acquired and distributed with the highest levels of food safety in compliance with AIB standards. The Assistant Director is responsible for ensuring that the acquisition and distribution team achieves all immediate, long term and strategic goals and for providing documentation, reports and analysis for all such activity. The Assistant Director is the direct back-up to the Director of Operations and supervises a team of four staff members.

Duties and Responsibilities:

1. Manages the Acquisition and Distribution staff including:
 - a. The annual review process and professional development
 - b. Creating work plans, goals and objectives and providing direction and oversight for all of the day-to-day operations activity.
 - c. Hiring, firing and discipline of all Acquisition and Distribution staff.
2. Provides leadership, administrative oversight and responsibility for the following Procurement functions:
 - a. Conducting all local food donor solicitation and acknowledgment by building relationships with local food industry businesses that generate food donations and other partnership opportunities for the Food Bank.
 - b. Ensuring that all donor information is accurately tracked and required donation procedures are being followed.
 - c. Projecting, planning and overseeing all the food purchasing for the organization including inventory for distribution, the COOP buying program, special program and member agency buying.
 - d. Directing the Food Bank's bidding process on the FA Choice System, tracking opportunities and credit shares against our budget, acquisitions projections and core food percentages.
 - e. Coordinating activity with the New England food banks including Choice System bidding, product sharing, and solicitation and purchasing collaboration. Participating in region wide planning sessions and meetings and working with operations staff to coordinate in-house activity involving regional food banks.
 - f. Developing and overseeing the fresh foods procurement including developing and maintaining relationships with community gardens and fostering the partnership with URI CELS, coordinating retail meat rescue program and investigating potential areas for growth such as the seafood industry.
3. Provides leadership, administrative oversight and responsibility for the following Distribution functions:
 - a. Customer Service functions including POL, agency shopping, returns and resolution of agency ordering issues.
 - b. Inventory system management

- c. Product distribution including special programs
 - d. Coordination with other departments for the smooth, efficient and cost effective distribution of product.
4. Member of the Food Safety Committee. Works with the team to ensure that all policies and procedures meet all food safety and AIB standards and are enforced.
 5. Responsible for working closely with other departments, facilitating shared project work and ensuring proper and thorough communication with colleagues.
 6. Develops and manages to the approved budget, work plan and strategic goals and is accountable for variances.
 7. Writes operations and distribution SOPs and maintains the policy and procedures manuals.
 8. Keeps team informed of changes in outside regulatory agencies such as Feeding America, the Department of Health and OSHA.
 9. Is a leader on the operations and program management team in strategic and program planning and works collaboratively to ensure the efficient implementation of Food Bank programs and long term goals.
 10. Other duties as assigned.

Skills and Qualifications:

- A Bachelor’s degree and five years of experience in project management.
- Experience in strategic planning and program development.
- Knowledge and experience with effective inventory management and its supporting systems.
- The ability to develop and produce accurate reports in a wide variety of formats.
- Strong leadership skills and the ability to work with a groups of people at varying levels and positions within an organization.
- Effective problem solving skills and the ability to quickly asses issues and develop new strategies.
- High proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Ability to make presentations and develop a deliver reports to a varied audience.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in an office using computers and phones extensively. Occasionally walks through the warehouse and is subject to varying temperatures (exposed dock, coolers and freezers) in all seasons. May lift, move and carry objects up to 35 pounds. On occasion, works outside of normal working hours and occasionally drives to sites out in the community. There may be occasional travel to attend meetings and workshops.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

Employee Signature

Date