



CAFB Job Posting

Farm to Family Produce Administrator

The California Association of Food Banks believes that food is more than just nourishment. Food is medicine, it is fuel for learning, it is a teacher of cultures, a convener of communities, and most of all, food is a fundamental right. And right now, 8 million Californians don't know where their next meal will come from. We are on a mission to change that.

We are proud to amplify the voices of food banks and of hungry Californians in our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and everywhere in between. We help drive public policies that enhance the safety net. We ensure that fresh produce and healthy proteins are accessible to all Californians. We connect hungry residents with nutrition programs. And of course, we support our 41 member food banks in their work to feed communities throughout our state.

Strategic and timely communication is core to the work of the California Association of Food Banks. As a statewide anti-hunger organization, we bring awareness to the pervasiveness of food insecurity throughout our state, educate about nutrition programs, activate around the policies impacting the nutrition safety net, and elevate the essential role food banks play in our society. As a membership organization, we make sure that food banks have the tools and resources they need to do what they do best: feed our communities.

Our Values

- **Dedication**—We are committed to ending Hunger in CA while acknowledging and working to dismantle systems of oppression and injustice that perpetuate food insecurity.
- **Inclusion**—We value the diverse and intersectional voices, cultures, and experiences of our colleagues and of our state.
- **Collaboration**—We work with and support each other, our member food banks, partners, and the CA community.
- **Transparency**—We cultivate trust between each other and among our stakeholders through transparency.
- **Accountability**—We take ownership of our successes and mistakes, encouraging vulnerability and asking for help.

Position Description: The Farm to Family (F2F) Produce Administrator is responsible for the produce program as it relates to routing, planning, order creation and processing produce offerings.

Responsibilities:

- Manage day-to-day produce program tasks which include:
 - Executing weekly order forecast, inputting and sending orders;
 - Increasing produce poundage by managing offerings and monitoring poundage reports;
 - Resolve all vendor-related issues that may come up regarding loading problems, product quality, etc.;
 - Post offerings on Meal Connect FANO and fulfill FA orders;
- Maintain professional communication with food banks and vendors;
- Other job duties as necessary and assigned.

Qualifications:

- Minimum of 2 years professional experience with data entry/order processing;
- Bachelor's degree preferred but not required;
- Computer proficiency, specifically Microsoft Outlook, Word, Excel, and Netsuite;
- Quick learner and good listening skills;
- Detailed Oriented

- Process Driven/Able to handle Complex issues
- Collaborative
- Attention to detail and accuracy;
- Ability to work in a fast-paced, high-volume environment;
- Excellent professional written and verbal communication skills; as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB;
- Good organizational and time management skills;
- Commitment to the mission of CAFB.

Reports to: Farm to Family Director

Location: Our downtown Oakland headquarters are in a classic building near the 19th Street BART station. Both the building and the office are ADA-accessible.

Employment Type

- Full-Time, Non-Exempt position with a standard 37.5-hour workweek
- Based in our Downtown Oakland HQ with a hybrid work approach open to working remotely 2-3 days per week with Wednesdays required on-site
- Compensation: Hourly pay rate of \$25.00-\$34.00 depending on experience.

About CAFB

We value diversity and seek to reflect it on our team and how we do business. We aim to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance, or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal-opportunity employer and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.

To apply: visit <https://apply.workable.com/cafoodbanks>. Applications are accepted until the position is filled.