



CAFB Job Posting

Farm to Family (F2F) Logistics Manager

The California Association of Food Banks believes that food is a fundamental right. Food is medicine, it is fuel for learning, a teacher of cultures, and a convener of communities. And right now, 8 million Californians don't know how or when they will next eat.

We're working to change that. We are proud to amplify the voice of food banks and of hungry Californians in the corridors of our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and throughout our state. We do this to influence public policy to enhance the safety net, ensure that fresh produce and healthy proteins are accessible to all Californians, connect hungry residents with nutrition programs, and support our 41 member food banks in their work to 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.

What You'll Do

The Farm to Family (F2F) Logistics Manager is responsible for managing the F2F fresh produce program and F2F Procurement team members ensuring member satisfaction is a top priority while maintaining a high level of customer service to our new and existing donors/growers/shippers.

Responsibilities

- Manage day-to-day F2F program which includes:
 - Verify Meal Connect on FANO and place excess orders through it
 - Manage moving produce for CA growers by making calls to food banks
- Manage produce offerings
- Daily review of the PO Status report
- Management of F2F workflow including frequent follow-up
- Monthly analysis of reports to support the achievement of established metrics
- Responsible for compliance with the Route Schedule and assisting with bi-annual routing meetings
- Mediate rejection between carriers, donors, and food banks to help minimize impact on existing relationships
- Handle complex issues that require 3rd party neutral reasoning
- Manage F2F portion of ERP (Enterprise Resourcing Planning system) making sure contacts, items, dimensions, etc. are accurate and maintained for carriers, shippers, and food banks
- Document employee significant activities to help staff development
- Provide quarterly feedback to F2F Director to leverage organizational performance process and tools

- Initializing new donor onboarding
- Increase produce sales and monitor the poundage report
- Interact with vendors and food bank staff responding to questions, fulfilling requests and resolving issues
- Act as back up to Produce Coordinator in creating and scheduling forecast routes.
- Review and approve F2F produce bill
- Continuous Cross training among F2F staff
- Other job duties as necessary and assigned

What You'll Bring

- Bachelor's degree preferred
- Computer proficiency, specifically Microsoft Office, preferably NetSuite
- Quick learner and good listening skills
- Experience with managing direct reports with strong supervisory skills
- Attention to detail and accuracy
- Excellent professional written and verbal communication skills as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB
- Ability to multi-task and work in high volume, time-critical processing environment
- Good organizational and time management skills
- Handle difficult issues that arise to help resolve and provide fair resolution
- Commitment to CAFB's mission

Employment Details

- Reports to: Director of Farm to Family
- Employment Type: Full-Time, Exempt position with a 37.5-hour standard workweek.
- Work Mode: Based in Oakland, CA with a hybrid work approach open to working remotely 2-3 days per week with Wednesdays required on-site
- Travel Requirement: Up to 5%
- 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
- Compensation: The annual salary band for this position is \$73,891 - \$99,970. Starting pay is dependent on experience and we aim to hire at the midpoint of this range
- Benefits: Comprehensive benefits package including generous employer-paid medical; dental and vision plans; retirement program with employer contribution; life insurance; PTO and more

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.