



## **Job Description**

### **Food Solutions Associate**

**Posting Date: April 5, 2022**

#### **BACKGROUND**

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for school-aged children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced-price meal program.

During the 2020-2021 school year, 88,000 children at over 1,000 schools across the country received a bag of weekend nutrition from Blessings in a Backpack each week.

#### **POSITION SUMMARY**

In efforts to centralize the National Food Solution ordering process and provide robust customer service to our program volunteers, we have established the Food Solutions Associate position. The Food Solutions Associate is responsible for ordering and tracking the National Food Solution orders for the organization. Through this position, we will centralize the Sysco relationship management and Sysco organization structure knowledge within the Food Solution team. The result will be a streamlined ordering process, better results from Sysco, increased support for staff and volunteers, and reduced problems with orders. Additionally, this position will serve as a resource of the National Food Solution to our Program Coordinators and Blessings team.

Another purpose of the position is to establish relationships with National Distributors nationwide starting with initial program set up and providing forecasting information to help ensure proper inventory.

This position is a direct report of the Vice President of Food Solutions and can be remotely located in any geographic area within the country.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

With a focus on establishing and maintaining both efficient work processes and external and internal relationships, key responsibilities include:

- Order and track National Food Solution orders through our national distributor
- Manage setup of new programs with our National Distributor, coordinate setup with the Program and Accounting team

- In partnership with the VP of Food Solutions, analyze usage reports against current forecasted figures and communicate changes with National Distributor
- In partnership with the VP of Food Solutions, create processes to automate ordering and receiving with the overall goal of enhancing customer service and order fill rates
- Coordinate food orders for national corporate packing events, working closely with the Fund Development team to control costs and ensure timely delivery of complete orders

### **BASIC QUALIFICATIONS**

- Associate degree
- Minimum of 2 years' work experience in an office setting
- Proficiency in Microsoft Office programs
- Excellent organizational skills and demonstrated ability to handle and prioritize multiple projects while maintaining attention to detail and conducting proactive follow-up.
- Demonstrated analytical skills; ability to think strategically
- Ability to multitask and adapt to changing circumstances in a fluid environment, while maintaining a service-oriented approach to solving challenges
- Demonstrated excellence in communications skills, both written and verbal, with strong presentation skills
- Demonstrated commitment to accountability, measuring outcomes, and a result-oriented culture
- Commitment to diversity, equity, and inclusion; diplomacy; and the ability to honor confidentiality
- Passion for the mission to make an impact on the lives of food insecure children in a fast-paced, entrepreneurial environment

### **PREFERRED QUALIFICATIONS**

- Customer service experience with demonstrated ability to effectively problem solve
- Call center experience

### **ADDITIONAL REQUIREMENTS**

- Home office
- Personal car transportation (mileage is reimbursed in accordance with IRS rules)
- Valid driver's license
- Ability to travel

### **BENEFITS**

Medical insurance, Dental insurance, Vision insurance, Life insurance, Short-Term Disability Insurance, Paid Time Off, Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b)

Relocation assistance is not available.

**Interested individuals should send cover letter and resume to  
carolb@blessingsinabackpack.org**

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