



Food Bank RGV

JOB DESCRIPTION

JOB TITLE: Food Sourcing Assistant
DEPARTMENT: 30 Operations
CLASSIFICATION: Non Exempt
POSITION/HOURS: Full Time *Some Weekends

DATE: August 2026
WRITTEN BY: Cynthia Alcocer-Garcia
REVIEWED BY: CEO

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager of Food Sourcing
POSITIONS SUPERVISED: NA

JOB SUMMARY

The Food Sourcing Assistant supports the Food Sourcing department in coordinating the day-to-day activities necessary to secure, track, and efficiently move donated and sourced food throughout the FBRGV. This position works closely with the Manager of Food Sourcing, donors, vendors, warehouse staff, inventory, and other departments to maintain accurate records, coordinate product movement, respond to inquiries, and ensure sourcing activities are completed accurately and timely.

The Food Sourcing Assistant must be highly organized, dependable, and detail-oriented, with the ability to manage multiple priorities in a fast-paced environment. This position requires strong follow-through, problem-solving skills, data accuracy, and a collaborative approach to supporting the Food Sourcing team and the overall mission of the FBRGV.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Provides day-to-day administrative and operational support to the Manager of Food Sourcing
- Assists with coordinating food donations, purchases, pick-ups, deliveries, and other sourcing activities
- Assists with conducting research, cultivation, and ongoing stewardship of new food donors with the goal of receiving more pounds per donation and more frequent donations
- Communicates professionally and timely with donors, vendors, retail partners, warehouse staff, inventory personnel, and other internal and external partners
- Accurately enters, updates, and maintains food sourcing, donor, vendor, product, and other departmental data and records
- Assists with tracking donation offers, product availability, scheduled pick-ups, deliveries, and other sourcing activities
- Supports the timely acceptance, coordination, and processing of food donation offers under the direction of the Manager of Food Sourcing
- Works closely with Operations, Community Impact, Warehouse, Logistics, and Inventory staff to communicate product information and assists with coordinating the timely movement and receiving of product
- Maintains organized electronic and physical records related to food sourcing activities
- Assists with preparing reports, spreadsheets, correspondences, and other departmental documentation
- Maintains and builds upon relationships with food industry partners, production staff, and business community members, including face-to-face networking, in-person visits, meetings and presentations
- Works in close cooperation with operations, warehouse staff, and inventory to coordinate timely pick-up, delivery, and receiving of donated product

- Assists with the efficient movement of product through receipting, storage, and distribution, maximizing space, resources, and avoiding waste or damage
 - Professionally represents the FBRGV at conferences, meetings, community events as well as working with donors, vendors, retail partners, volunteers, community partners and the public
 - Performs other duties as assigned by the Manager of Food Sourcing
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QUALIFICATIONS

- Minimum two-years' experience in administrative, operations, logistics, inventory, purchasing, food sourcing, or similar support role preferred
- Previous experience working in a position requiring data entry, recordkeeping, scheduling, coordination, or management of multiple priorities
- Working knowledge of Microsoft Office and ability to learn organizational databases and systems
- Must have reliable transportation as this position requires 75% or more of travel
- Honesty, integrity, and commitment to fighting hunger in the Rio Grande Valley
- Must have clear understanding of and ability to articulate the mission of the FBRGV
- High school diploma or equivalent
- Personal experience in community service and an understanding of the role of volunteerism
- Ability to politely be firm and decisive. Good judgement and discretions.
- Ability to work cooperatively with other staff, volunteers, and agency personnel
- Ability to multitask under a variety of conditions
- Ability to lift 50lbs on a regular basis
- Ability to manage time efficiently and to work independently with minimum supervision
- Orientation to detail and accuracy
- Proficient in English and Spanish
- Possession of current Texas Class C driver's license and access to personal vehicle. Must have clean driving record for at least three years prior to employment
- Availability to work evenings, nights, and/or weekends

EDUCATION/CERTIFICATION:

High School Diploma, Associate's degree (preferred)
 ServSafe Safe Food Handler certificate preferred; or ability to obtain
 Forklift certification preferred; or ability to obtain

SKILLS/ABILITIES:

- Strong follow-through and ability to complete assignments within established deadlines.
- Able to communicate information clearly.
- Attentive to detail.
- Able to coordinate well with other departments and personnel.
- Ability to operate pallet jack, forklift and other warehouse equipment.

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS:

Movements frequently and regularly required using the wrists, hands, and fingers.

PHYSICAL STRENGTH:

Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently and 5 lbs. constantly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____