



## Job Description

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|------------------------|-------------------------------------------------|
| JOB TITLE:             | Director of Procurement & Inventory             |
| REPORTS TO:            | President & CEO                                 |
| STATUS:                | Full-Time, Exempt                               |
| HOURS:                 | Monday-Friday as scheduled; Weekends as needed. |
| SUPERVISORY ROLE:      | Yes                                             |
| NO. OF DIRECT REPORTS: | 1                                               |
| TRAVEL REQUIRED:       | 0-5%                                            |

### PRIMARY FUNCTION:

The Director of Procurement & Inventory provides strategic leadership and oversight for food procurement, inventory management, receiving operations, purchasing, and product planning functions. This position is responsible for ensuring an adequate, diverse, and cost-effective food supply while maintaining accurate inventory, regulatory compliance, and effective stewardship of donated and purchased food resources.

As a member of the Leadership Team, the Director collaborates across departments to strengthen the organization's supply of food, optimize inventory performance, support equitable distribution, and advance the Foodbank's strategic goals.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

#### General

- Provide leadership for food procurement, inventory management, receiving, and purchasing operations.
- Recruit, supervise, coach, mentor, and evaluate assigned staff.
- Oversee all purchased food activities, including solicitation, purchasing, vendor selection, and contract management.
- Direct daily operations to ensure efficient receipt, storage, handling, order fulfillment, and food distribution.
- Build and maintain productive relationships with manufacturers, retailers, growers, Feeding America, government agencies, food brokers, and community partners.
- Monitor productivity and implement improvements that increase efficiency and service levels.
- Develop and maintain Standard Operating Procedures for all operational areas.
- Collaborate with the Director of Distribution & Facilities to optimize product flow throughout warehouse operations.
- Identify opportunities to expand food sourcing while improving quality, nutritional value, and variety.
- Foster a culture of accountability, collaboration, innovation, and continuous improvement.
- Establish departmental goals, priorities, and performance expectations.
- Participate as a member of the Leadership Team in organizational planning and decision-making.
- Participate in organizational strategic planning initiatives.
- Identify opportunities to improve procurement processes, inventory systems, technology, and supply chain performance.
- Support implementation of new technologies and operational systems.
- Identify opportunities for continuous improvement and innovation.

#### Food Procurement

- Ensure compliance with organizational purchasing policies and grant requirements.
- Collaborate with Development to identify opportunities for food donations and sponsored food purchases.

### Inventory Management

- Oversee all inventory management activities.
- Establish receiving standards that protect food safety and inventory integrity, ensure accurate inspection, documentation.
- Ensure donated and purchased food is received in accordance with Feeding America, USDA, AIB, and organizational standards.
- Ensure inventory accuracy through cycle counts, reconciliations, audits, and system controls.
- Develop inventory forecasting models that align food availability with partner agency demand.
- Monitor inventory turnover, spoilage, shrinkage, aging inventory, and product loss.
- Develop strategies that maximize inventory utilization while minimizing waste.
- Ensure inventory records accurately reflect all product movement and transactions.

### Product Planning & Agency Support

- Oversee product forecasting, purchasing plans and operational volunteer activities.
- Ensure appropriate product availability through Agency Express and other ordering systems.
- Develop equitable product allocation strategies during periods of limited inventory.
- Collaborate with program staff to support Foodmobile, TEFAP, and other food assistance programs.
- Monitor product mix to improve nutritional quality and meet community needs.

### Safety & Compliance

- Ensure compliance with Feeding America, USDA, FDA, Illinois Department of Agriculture, AIB Food Safety, and all applicable regulations.
- Monitor food recalls and oversee product withdrawal procedures.
- Coordinate inventory audits and regulatory inspections.
- Ensure proper product rotation and storage standards are maintained.

### Financial & Administrative Management

- Develop and manage departmental operating and purchasing budgets.
- Monitor food acquisition costs and identify opportunities to improve purchasing efficiency.
- Develop reports and recommendations for the President & CEO, Leadership Team, Board of Directors, and regulatory agencies.
- Ensure responsible stewardship of donated food and financial resources.

### Other

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions; safely navigate through traffic
- Work in various weather conditions

- Office-type as well as warehouse environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.)
- Ability to occasionally lift or move up to 65 pounds regularly and repetitively, 75 pounds occasionally
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

#### QUALIFICATIONS:

##### Competencies, Education and Experience:

- Minimum 5 years of experience in warehouse management, general materials handling, preferably in a food bank or food industry setting
- Excellent communication skills both oral and written
- Excellent analytical, mathematical and problem-solving skills
- Strong leadership ability, sound judgment and high professional ethics
- Proficient in MS Office applications
- Forklift and Food Safety Certification or the ability to certify
- Current valid driver's license, good driving record, and reliable transportation
- Flexible schedule; some evenings and weekends required

#### EXPECTED HOURS TO WORK:

This role is considered full-time exempt and is not eligible for overtime. Work schedule is from Monday thru Friday as scheduled with occasional weekend and evening hours. Personal transportation is required for all weekend and evening events.