

## **Wholesale Procurement and Fulfillment Coordinator**

### **JOB DESCRIPTION:**

Start Date: May 15, 2021

Position Title: Procurement & Fulfillment Coordinator

Reports to: Food Hub Director

Full-time Position

### **COMPANY DESCRIPTION**

Dreaming Out Loud's mission is to create economic opportunities for the DC metro region's marginalized community members which we fulfill by building a healthy, equitable food system. Through our social enterprise we help increase access to healthy food and do our best to direct resources towards producers, food makers and workers from our community and to model what an anti-racist food system looks like. To that end, we engage in wholesale distribution of produce and locally made products from our in-house growing and culinary team as well as from our family of vendors.

### **POSITION DESCRIPTION**

The Procurement and Fulfillment Coordinator (PFC) supports vital operations in our food distribution social enterprise, known as the "DOL Food Hub". DOL food hub is a rapidly growing food distribution operation which specializes in connecting farm fresh local produce to our vibrant retail markets and happy wholesale customers. We help our customers--food pantries, restaurants, mutual aid networks etc--fulfill their missions by providing the highest quality produce from a local source and by lifting up the stories of the growers and makers from our community.

### **CORE ACTIVITIES**

The PFC reports to the Food Hub Director and will be responsible for coordinating the purchasing, receiving and delivery of produce for the entire organization. This activity is the foundation for all other activities within our operation so reliability, consistency and accuracy are very important. The PFC must coordinate with several program managers to ensure efficient and cost effective produce purchasing. We rely on several different sources for consistent supply and so the PFC must balance many order deadlines and be able to communicate effectively with a wide range of vendors including farmers, small food operations, large-scale produce distributors and other food hubs. The PFC supports all programs by being the point of contact for all incoming produce orders and by keeping our staff informed of the latest updates with regard to rapidly changing availability, quality and pricing information.

In addition to produce buying, the PFC owns the wholesale order fulfillment process, and will be responsible for preparing all wholesale orders for delivery to our customers on time and to a high standard of quality and accuracy. The PFC should be able to learn and use our ordering

system to execute their portion of the wholesale fulfillment process. The candidate will need to be organized, professional and detail aware to ensure our customers get what they ordered. We're looking for someone self-motivated and solution oriented, especially in the face of the many challenges that arise in a new business.

#### Skill Sets

- At least 1 year experience in wholesale food distribution, produce buying or both.
- Interest in and familiarity with local food especially local farm produce and small food business.
- Highly organized and capable of helping improve organization within the Food Hub
- Excellent communications skills, especially good at following up with coworkers to meet collective deadlines.
- Demonstrated leadership abilities.
- Persistent and detail oriented.
- A valid driver's license and a clean driving record.

#### Responsibilities:

- Place orders for produce and supplies needed by the DOL Food Hub for any and all food-related programs.
- Update computer systems with accurate information about the status of customer orders.
- Maintain clear and organized records to ensure all reports, inventories and invoices are filed and stored properly.
- Conduct inventory audits to determine inventory levels and needs.
- Work with the Food Hub Director to set and monitor pricing
- Verify and track received inventory and complete inventory reports and logs.
- Reconcile shipping invoices and receiving reports to ensure count accuracy.
- Receive, unload, and process incoming deliveries and outgoing customer orders.
- Refuse acceptance of damaged, unacceptable, or incorrect items.
- Troubleshoot vendor delivery issues and oversee the return process.
- Adhere to food safety and handling policies and procedures across all food-related areas.
- Monitor PAR levels for all food items to ensure proper levels.
- Picking up recovery items.

**COMPENSATION:** The annual salary range is \$45,000 to 55,000 based on experience and qualifications. This position is eligible to receive benefits.

#### **WANT TO APPLY?**

Send your resume and cover letter with the subject line: "Wholesale Procurement Coordinator" to [opportunity@dreamingoutloud.org](mailto:opportunity@dreamingoutloud.org) by **Friday, April 30th**, for priority consideration. You may also mail your response to DOL Recruitment Team, Human Resources, at:

Dreaming Out Loud, Inc.

80 M Street, SE  
% WeWork  
Washington, DC 20003

Applicants will be interviewed on a rolling basis, and we will contact you if we're interested in scheduling an interview. Please send an email to the above address with questions.

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