

## Second Harvest Food Bank of Central Florida Job Description

**Title:** Procurement/Power Purchase Manager  
**Unit:** Purchasing Department / Power Purchase Center  
**Reports to:** Chief Operating Officer  
**Labor Grade:** E-2  
**Date of last revision:** 11/21/2016

**Job Group Category:** Exempt  
**Direct Reports:** N/A

### **Position Summary:**

Research costs to buy at lowest possible prices for resale goods, food and supplies for the distribution center/community kitchen. Work with all departments, operations and branch locations. Conduct ordering, purchasing and market program to existing partner agencies as well as Feeding Florida and additional community NPO's. Monitor inventory turns and product mix for the Power Purchase Center.

### **Principal Duties and Responsibilities:**

1. Identify needs and potential suppliers, solicit and review bids. Select suppliers, negotiate and award contracts, maintaining vendor relationships.
2. Identify potential cost savings, develop and oversee budget, ensuring compliance with rules and regulations overseeing all procurement.
3. Create annual budget for the Power Purchasing Center.
4. Conduct external marketing of program to current agency partners, Feeding Florida and other community NPO's.
5. Develop, implement and monitor all marketing and merchandising of sales.
6. Present program during Agency Orientation and to staff.
7. Market and expand program through e-mail, mailings and personal presentations.
8. Increase sales and profit according to budget and by following the strategic plan.
9. Monitor PPC inventory for Food Bank and for Branches.
10. Develop and maintain vendor database.
11. Order necessary inventory to ensure constant supply and inventory turns.
12. Track sales and perform maintenance on Gross Profit Margin on a daily basis.
13. Conduct surveys, focus groups, etc., as needed to determine optimal mix of product.
14. Add and delete products from inventory according to demand, volume and profitability.
15. Coordinate planned purchases with the receiving department, working with product sourcing in coordinating donations.
16. Input purchase order information and cost and sell prices into the Food Bank database.
17. Research and resolve variances from purchase order information to vendor invoice.
18. Ensure pricing is competitive.

### **Job Specifications:**

1. Must be computer literate with proven computer skills including Word and Excel.
2. Highly developed written, oral skills, budgeting and strategic planning experience with problem-solving skills.
3. Self-starter with high level of initiative and a goal seeker.
4. Ability to work independent as well as with a group.
5. A four year college degree or equivalent experience required
6. A minimum of ten years successful outside sales experience or commercial food and grocery product purchasing background preferred.
7. Able to understand Balance sheets and have basic mathematic and accounting skills.
8. Ability to travel locally to perform position responsibilities.
9. Ability to work nights and weekends as necessary.

**Competencies:**

- **Attention to Detail**  
Double checks work for accuracy  
Verifies data or information before presenting it  
Carefully reviews their written work for any mistakes
- **Communication**  
Takes time to walk around and listen to employees  
Uses multiple channels to get messages across to people  
Is effective at determining the underlying meaning in a communication
- **Cost-Consciousness**  
Takes full responsibility for controlling costs  
Focuses time and energy on activities that add value for customers  
Works flexibility within budget guidelines
- **Customer Focus**  
Continually improves processes in order to meet and exceed customer expectations  
Actively identifies internal and external customer needs  
Tries to improve processes by carefully listening to customers
- **Listening**  
Gives people complete attention when they are talking  
Lets people share their views and opinions before offering their own  
Listens to understand, rather than to reply
- **Planning and Organizing**  
Sets aside time for thinking, planning, and action  
Designs flexible time into their day to re-schedule or re-prioritize  
Paces themselves so they can meet goals or deadlines
- **Quality Focus**  
Understands the cost of poor quality across the enterprise  
Understands the entire supplier-to-customer chain in the organization  
Pushes hard for higher standards and better quality in order to obtain superior results
- **Results Focus**  
Is quick to identify and put a stop to wasted effort or effort that does not produce valuable results  
Encourages people to think about whether all of their efforts are adding value  
Demonstrates consistent enthusiasm for achieving results

**Working Conditions:**

Normal office and food distribution environment

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Review/Approvals:**

Name

Date