



**Job Title: Manager, Fresh Food Sourcing**

**Reports To: Food Sourcing Director**

**FLSA Status: Exempt**

**Last Update : January 2026**

### **Position Summary**

**Gleaners is looking for a Fresh Food Sourcing Manager to manage supplier relationships and help facilitate the efficient supply of fresh produce and dairy for its partner agencies. The primary goal is to maintain proper inventory levels through healthy relations on the supply side while integrating these processes efficiently into the company's business systems. Developing sourcing strategies, negotiating and securing fresh produce and milk within budget parameters is key, along with building strong partnerships and relationships across growers, brokers, and food vendors.**

### **Essential Duties and Responsibilities:**

- 1. Develop sourcing strategies to procure fresh produce and milk, to maximize overall availability to meet program requirements within budget parameters.**
- 2. Cultivate relationships with growers, food manufacturers, and distributors to maximize availability of cost-effective, high-quality purchased produce, milk and other food items in line with program and agency partner needs.**
- 3. Maintain and grow vendor relationships with regular on-site visits to operations and distribution centers.**
- 4. Effective cross-functional collaboration to support targeted produce and milk inventory, and direct sourcing to ensure sufficient availability within budgetary parameters, managing across all funding sources.**
- 5. Maintain inventory levels, conservatively maximize inventory turns, and identify potential shortages or overstocking.**
- 6. Develop documentation and ongoing refinement of standard operating procedures (SOPs) for produce and milk sourcing.**
- 7. Negotiate favorable pricing, while managing details and documentation related to purchased products.**
- 8. Identify key performance metrics for purchased produce and milk while regularly tracking and reporting to key stakeholders.**
- 9. Identify opportunities for cost reductions and remain aware of industry market prices to ensure Gleaners receive competitive pricing from suppliers.**
- 10. Ensure that purchased goods and services meet Gleaners' quality standards, specifications, and requirements while tracking purchasing trends and supplier performance.**
- 11. Effective allocation of purchased dairy and produce to all partner agencies**
- 12. Demonstrate and support the Gleaners' mission, vision and values throughout all professional responsibilities and activities.**
- 13. Foster a culture of professionalism, team cohesion, continuous improvement and accountability.**
- 14. Support open and transparent communication.**
- 15. Other duties as assigned.**

### **Education/Experience**

- 3+ years' experience in retail or wholesale food purchasing or sourcing preferred
- 3+years' experience in produce industry
- Previous program/operations management experience preferred
- Knowledge/understanding of the food supply chain network, including economics and sourcing dynamics required
- Bachelor's degree in relevant field (Business, Supply Chain Management, etc.) preferred or equivalent experience
- Demonstrated strong financial business acumen
- Demonstrated commitment to servant leadership managerial approach
- Demonstrated ability to effectively manage ambiguity

### **Required Skills/Abilities**

- Strong sense of urgency and demonstrated initiative
- Demonstrated ability to think critically with strong results orientation
- Attention to detail
- Strong interpersonal and factual communication skills are essential for interacting with vendors and colleagues Ability to communicate effectively, both written and orally, with consumers, donors, volunteers, partner agencies, and/or the public

### **Technology Skills/Abilities**

- Familiarity with database or inventory management software preferred
- Proficient in Microsoft Office 365; specifically, employees are required to use Outlook as well as Excel, Word, Power Point and Publisher as they are regularly used to perform the duties of this job.
- Familiarity with virtual meeting platforms (Teams, Zoom, etc.)

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

*Gleaners Community Food Bank is an Equal Opportunity Employer.*

Gleaners Community Food Bank of Southeastern Michigan is committed to a diverse, equitable and inclusive environment where all team members, volunteers, leaders, board members, and guests feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation, disability, education, or any other identity.

We are committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our work.

We respect the value that diverse life experiences bring to our team, leadership, and board. We are committed to modeling diversity, equity, and inclusion and maintaining fair and equal treatment for all.

## Acknowledgement

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_