

## Food Acquisitions Internship

### Position Overview:

Food Finders has an opportunity for a talented individual who is looking to learn more about how to minimize food insecurity and food waste. If you are passionate about ending food waste, hunger, and the environment, this is the perfect opportunity to join a fabulous team at our non-profit organization, Food Finders. It is our mission to rescue food and reduce food hunger. A Food Acquisitions intern will play an essential role in helping our Food Acquisitions team rescue food from our network of Food Donors throughout Southern CA. We are looking for a person who would like to gain skills in communication, problem solving, computer literacy, and networking. We would love to bring on board someone who is eager to learn, enjoys helping people, and has great customer service & computer skills. The ideal Food Acquisitions intern will also be accountable for contributing to the department's current goals, as well as creation of future development and goals. This position will work closely with our Food Acquisitions Manager, Partner Agency Coordinators, and the Director of Operations.

This position reports directly to the Food Acquisitions Manager.

### Our Core Values:

- **Community:** We acknowledge that working with our community of food donors, volunteers, and partner agencies makes us a better organization. The key for us is everyone internally and externally believes in using their time, efforts, and capabilities to help feed those in need.
- **Responsibility:** We understand we have a social and environmental responsibility. This is reflected by our efforts to reduce waste, rescue food, feed people, and support policies that address the roots of inequitable access to nutritious food and the cause of food waste in this country.
- **Adaptability:** Food Finders places high importance on being an organization that adapts to the world around us. We are always learning, listening, and open to change so that we may best serve our community.
- **Integrity:** To have integrity is to do what we say we will do. We refuse to jeopardize our ethical and moral standards when difficult situations arise and when less ethical opportunities are presented. This will always apply to the work we do, the people we partner with, and the community we serve.

### As a Food Acquisitions Intern, you will have the opportunity to grow in the following areas:

- Network with the community of Food Donors in four different counties. Outreach and perform audits to different food donors, gaining knowledge of their operations in developing their food recovery program.
- Provide great customer service with integrity. Learn how to work with various platforms of technology and communication, while helping us improve our current system for

streamlining communication.

- Support food donors by strategizing and implementing ways to provide donations for our partner agencies.
- Acquire Food Handlers certificate, as well as other skill sets to bolster knowledge of food handling, safety, and distribution.
- Adapt and desire to learn or keep up to date with the ever-changing policies and laws that create our food ecosystem. Be informative to educate our network of Food Donors and all stakeholders involved.
- Work to purchase food for our various food programs. Learn to keep track of an inventory to ensure there is an adequate volume of food to provide to our partner agencies and their clients.
- Develop ongoing relationships with other company organizations to gain new partnerships and insight in the local community.
- Collaborate on Food Acquisitions special projects including software training, creating special projects, as well as training manuals on day-to-day procedures and guidelines.

**Qualifications:**

- Completed or working toward a college degree, preferably in a related field (e.g., Business Administration, Nonprofit Management, Social Work, Environmental Sustainability)
- Previous internship or related experience in a non-profit is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Excel is highly desired.
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with staff, volunteers, food donors and families.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Enthusiasm for the mission of Food Finders and the agencies we serve

Food Finders provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Food Finders complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Food Finders expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Food Finders employees to perform their job duties may result in discipline up to and including discharge.

