



Mandela Partners Food Hub Sourcing & Operations Associate

Part time, hourly (20-25 hrs/week) + benefits | \$26-28/hr depending on experience

About Mandela Partners

Mandela Partners is a 501(c)(3) non profit organization based in Oakland, CA. Since 2004, we have worked to use food as a tool for communities of color to build wealth, well-being, and economic opportunities in their own neighborhoods. We are a community-based and community-led organization, and strongly prioritize the voices of local residents in the direction and focus of our work. We hold ourselves accountable to five key values - partnership, community, transformative change, food is fundamental, and team culture - described further on our website. Our team is majority BIPOC, with a diverse background of professional and lived experiences, and a strong orientation towards inclusion, wellness, and joy in the workplace. For more information, please visit www.mandelapartners.org.

About Mandela Produce Distribution

Mandela Produce Distribution (MPD) is a program of Mandela Partners and part of our Food Equity department. MPD is a community food hub based in West Oakland that increases access to local, sustainably-grown fresh produce, while supporting the economic success of small-scale BIPOC farmers. Since 2016, we have connected our community to quality fruits and vegetables while generating revenue for farmers through our multi-channel distribution network, including wholesale, retail, and donation-based programs. For more information, please visit www.shopmandela.com/about.

Position Overview

The Food Hub Sourcing & Operations Associate provides support to MPD's programs, with a focus on supporting our Farmer Engagement, Wholesale and Fresh & Free programs. This role is approximately half "behind-the-scenes" in our food hub warehouse assembling produce orders for customers, and half in the community, representing Mandela Partners through produce pick ups from farmers, and deliveries to organizational partners, and local businesses.

Key Areas of Responsibility

- Produce Order Pick Ups
 - Travel to farmers markets weekly to pick up orders from farmers
 - Review orders to ensure amounts and quality
 - Bring orders to MPD's warehouse for storage or order assembly
- Produce Order Assembly
 - Assemble orders for Wholesale customers and Fresh & Free program partners at MPD's warehouse
 - Provide comprehensive quality control and attention to detail ensuring fulfillment accuracy
- Produce Order Delivery
 - Deliver produce orders to businesses and organizations across Alameda County
 - Engage with customers, partners, and pick up site staff in a positive and professional manner
 - Provide timely and thorough communication of order issues, customer feedback, and other key information to MPD team

- Warehouse Operations
 - Contribute to the safe, clean, and efficient operations of the warehouse by ensuring consistent implementation of Warehouse Food Safety and Operations Manual and Standard Operating Procedures
 - Provide coverage for absent team members as needed in produce sourcing/receiving, order coordination, assembly, and fulfillment
 - Support Food Hub Operations Manager, Sourcing Coordinator, and Senior Food Equity Director with special projects as needed

To Be Successful In This Role, You Have:

- Demonstrated personal alignment with Mandela Partners mission and values
- Existing knowledge of local produce or enthusiasm to learn
- Excellent customer service skills
- Comfort working in a warehouse environment, lifting 50 pounds, and spending several hours per day on your feet
- Experience driving a cargo van (or willingness to learn; training to be provided)
- A valid driver's license and clean driving record
- Enthusiasm for and comfort with working with people of diverse backgrounds
- Openness to giving and receiving feedback, with a learning and growth mentality
- Comfort with navigating any disagreement or conflict with care and diplomacy
- A collaborative team-orientation, while retaining the ability to work independently
- Excellent attention to detail and commitment to excellence in your work
- Bilingual Spanish speaker a plus, but not required.

Schedule, Compensation & Benefits

This is currently an approximately 20 hrs (50%) per week non-exempt position with pay between \$26 and \$28/hr depending on experience. Up to 8 hours of weekend time will be required, to visit Saturday and/or Sunday farmers markets to pick up produce orders. Exact weekly schedule will be determined with supervisor upon hire. While occasional remote work may be possible, this position is primarily on-site and in person at our West Oakland warehouse office.

Benefits include sick time, vacation time and holiday pay, prorated based upon the percentage of full-time employment worked, and in accordance with California state law.

Mandela Partners also provides unique benefits that support work-life balance and professional growth. Our offices close for a week in June in observance of Juneteenth and at the end of the year. All staff receive a professional development stipend, are invited to a weekly paid team lunch on Thursdays, and have access to at-cost pricing on wholesale produce, as well as a 50% discount on weekly produce boxes.

Steps to Apply:

Please send a resume, cover letter detailing your experience, what excites you about this role and why you feel you'd be a good fit to jobs@mandelapartners.org. Interviews will begin immediately, expected start date in April 2025. We encourage you to apply ASAP!

Mandela Partners is an equal opportunity employer and makes employment decisions on the basis of merit and job performance. Mandela Partners policy prohibits discrimination based on sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, religious creed (including religious dress and grooming), sexual orientation (including heterosexuality, homosexuality and bisexuality), age (40 and over), marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, medical condition, reproductive health decision making, or any other characteristic protected by federal, state or local laws.