



Sourcing & Operations Associate

Full Time, up to 40 hrs/week; Non-exempt, \$30/hr

Last updated: April 2026

Position Overview

The Sourcing & Operations Associate reports to the Operations Manager of Mandela Produce Distribution (MPD). The Associate provides operations and outreach support across MPD's food access programs, with a focus on supporting Wholesale and Fresh & Free. MPD is Mandela Partners' community-based food hub in West Oakland, increasing access to local, sustainably grown produce while supporting the economic success of small-scale BIPOC farmers. This role is approximately half "behind-the-scenes" at our West Oakland food hub, 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 (20%)

- Travel to farmers' markets on Saturdays to pick up orders from farmers
- Review orders to ensure amounts and quality
- Bring orders to MPD's warehouse for storage, separation, and order assembly

Produce Order Assembly (30%)

- 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 (20%)

- Deliver produce orders to businesses and organizations across Alameda County
- Engage with customers and partners in a positive and professional manner
- Provide timely and thorough communication of order issues, customer feedback, and other key information to the MPD team

Support Wholesale Outreach & Business Development (15%)

- With close support from the General Manager of Mandela Produce Distribution, conduct research and outreach to prospective wholesale customer partners
- Support coordinator with planning & preparation for outreach, including assisting with updating and collecting materials



- Represent MPD at outreach events and in person at prospective customer businesses

Warehouse Operations (15%)

- Contribute to the safe, clean, and efficient operations of the warehouse by ensuring consistent implementation of the 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 with other duties as needed

To Be Successful in this Role, You Have:

Minimum Qualifications

- Demonstrated commitment to the mission and values of Mandela Partners
- Enthusiasm for and comfort with working with people of diverse backgrounds
- Openness to giving and receiving feedback, with a learning orientation and growth mentality
- Comfort with navigating disagreement or conflict with care and diplomacy
- Excellent interpersonal and customer service skills
- Comfort working in a warehouse environment, lifting/carrying 50 pounds with or without assistance, and spending up to 6 hours per day on your feet
- A valid driver's US license and clean driving record
- A collaborative team-orientation, with the ability to complete tasks independently
- Excellent attention to detail and commitment to excellence in your work

Preferred Qualifications

- Bilingual Spanish speaker a plus, but not required.
- Experience driving a cargo van (or willingness to learn; training to be provided)
- Existing knowledge of local produce or enthusiasm to learn
- Experience with business development and sales
- Experience conducting outreach and representing a mission-driven organization to the public at events

Compensation & Benefits

Full-time with a maximum of 40 work hours per week, \$30/hr. This position is classified as non-exempt and therefore is eligible for overtime pay.

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.

Schedule & Location

This position is primarily on-site at our food hub warehouse in West Oakland. Up to 8 hours of work on Saturdays is required to visit farmers' markets.