

*The Berkeley Student Food Collective*

**Sourcing Intern Job Description**

*The Sourcing Intern, in conjunction with the Operations Manager, will be tasked with maintaining and updating all data banks pertaining to the vendors who sell to and the brands sold by the Collective. The intern will also be responsible for making this information readily accessible to both customers and members of the Collective. In doing so, the will play a vital role in establishing sourcing transparency standards for the Collective. The intern will work 5-10 hours a week.*

Duties of the Sourcing Intern:

- Create a weekly farm update including a list and or map of the farms our produce comes from to be displayed in the storefront.
- Each week, “Spotlight” a farm that supplies the Collective. How the Intern chooses to do this is up to his/her discretion. This display should include information on the farm’s location, practices, history, products, and any other potentially interesting topic concerning the spotlighted farm in a creative and eye-catching manner.
- Create a sourcebook that showcases educational information about the Collective’s vendors and farms
- Research brands the Collective currently sources from. Evaluate how well the company (or parent company) producing the brand meets the values of the Collective. If the company in question does not meet the standards of the Collective to a satisfying extent, work with the Operations Manager to find alternatives.
- Search for and evaluate new suppliers.
- Maintain data banks of current and potential vendors/brands on the Collective’s website.
- Research bulk items that are currently and/or could be potentially carried by the Collective, focusing on issues relating to Collective’s standards (organic certification, food mileage, labor practices, wages, etc.)
- Work with the Operations Manager to create and maintain all info banks and research
- Develop, in conjunction with the Storefront Coordinator, a Product Satisfaction Survey to gather data on customer and member satisfaction with items the Collective sells

Recommended skills and qualifications:

- Attention to detail
- Critical thinking and research skills
- Thorough understanding of food issues as they relate to the Collective’s purchasing policies
- Web design experience strongly preferred
- Experience creating and maintaining data banks
- Experience with Photoshop, InDesign, other design programs preferred
- Demonstrated passion for the principles outlined in The Collective’s mission and vision.
- Flexible work style: the ability to take initiative within a team work environment

**This is not a paid position.**