

Rejuvenation

Job Description



Department Purchasing
Title Food Buyer, growers
Reports to Purchasing Department Manager

Major Focus

1. Grower and supplier relationship management. Visits growers, food handlers, storage, food processing, and related facilities and their personnel.
2. Management and oversight of paperwork related to Eden Foods' suppliers, and regulatory requirements.
3. Nurture Eden qualified supplier relationships and collaboration within a network of independent growers.
4. Gather, record, and report appropriate information about participating farmers, farms, handlers, cleaners, and processors.
5. Gather and record all information about the foods, their handling, and background information for Eden Foods.
6. Work to complete and improve Eden certifications, quality control, and regulatory records. Keep up-to-date records as are required.
7. Contract for future supplies, and purchase food and other items for the company.

Duties and Responsibilities

1. Oversee and manage inventory based on calculations and factors such as lead-time, projections, rhythms, and historic use.
2. Order and work with each supplier/grower developing a good business relationship and mutual understanding. Working with them for the best deals, prices or discounts, whenever possible and confirming they are in compliance with Standard Operating Procedure requirements and various standards, and that the product(s) meet our specifications.
3. Visit growers, suppliers, cleaners and food processors to assure quality and to verify they are in compliance with necessary regulations.
4. Expand company resources for food items, looking for the best quality and value.
5. Responsible for keeping required up-to-date documents for suppliers, growers, handlers, and cleaners.
6. Work closely with Certification and Quality Assurance to keep necessary records for growers, cleaners, processors, and suppliers.
7. Verify growing practices and production areas to ensure crops are produced in manner that Eden Foods desires and that they are protected from contamination.

Rejuvenation



8. Track commodities from farm to cleaner to food processors.

Job Requirements

- A. Natural food experience, and professional experiences surrounding them.
- B. An understanding of, or willingness to learn the grower's perspective.
- C. A team player that delivers what, and of the quality, they would expect from other team members.
- D. Self-reflective common sense, overt common courtesy, and a personable demeanor.
- E. Reliably engaged performing a reliable high standard of work.
- F. Written and verbal communications must be excellent and timely.
- G. Computer proficiencies with a willingness to learn and improve Eden systems.
- H. Knowledge of technical, agricultural, regulatory, industry, and Eden Foods' requirements and criteria.

This job description is not intended to be all-inclusive or be a complete representation of tasks required. Employees will also perform other duties as assigned by immediate supervisor and management.

Eden Foods reserves the right to modify job duties and responsibilities.

This job description does not constitute a written or implied contract of employment.