



WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

Warehouse Coordinator

The Organization

We Don't Waste believes nutritious food should go to people, not landfills. We reduce food insecurity and food waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to hunger-fighting agencies in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that alleviates hunger and helps the environment through an innovative food recovery model.

The Opportunity

The Warehouse Coordinator is a full-time, non-exempt position that reports directly to the Director of Programs & Operations of We Don't Waste. This rewarding position is a vital part of the We Don't Waste team and helps to ensure that food in our community gets to hungry people and not into the landfill.

Please Note: Insurance qualifications to drive We Don't Waste vehicles require Operations employees to be a minimum of 25 years old.

Responsibilities

- Management of inventory database including:
 - Complete food donation pick-up and delivery data entry daily; and
 - Weekly inventory audits to ensure database inventory matches inventory on hand.
- Ensure proper maintenance and safety inspections of warehouse equipment including coolers, freezers, forklifts, and pallet jacks.
- Assist other operations staff in ensuring that warehouse, freezer, & cooler cleanliness and temperature is maintained.
- Serve as the primary trainer for warehouse equipment including forklifts and pallet jacks for new employees and conduct regular safety trainings.
- Operate a box truck to pick up and deliver food donations.
- Adhere to all We Don't Waste rules and all Federal and State vehicle/passenger laws.
- Regularly communicate with food donors and recipient agencies and serve as an ambassador for We Don't Waste.
- Assist with We Don't Waste's Mobile Food Markets (set-up, food distribution, and break-down).
- Other duties as assigned by the Director of Programs & Operations or the Executive Director.

Physical and Job Requirements

- Repeated lifting of donated food weighing 80 pounds or more.
- Repeated climbing into and out of large box trucks.
- Repeated opening, operating, and closing of hydraulic lift gates weighing 75 pounds or more.
- Repeated pushing, pulling, loading, and unloading of large pallets.
- Daily operation of a pallet jack, forklift, and other equipment.
- Tobacco, vape, and drug-free environment.

Qualifications

- Associates Degree (two-year college or technical school) *preferred*.
- At least 1 year experience working in a warehouse/distribution center, food bank, or Operations/Logistics related field.
- Experience using inventory management systems.
- Experience operating warehouse power equipment (forklift and electric pallet jack) *preferred*.
- Experience or familiarity with Occupational Safety Regulations (OSHA) a plus.
- Possession of a current Colorado driver's license and clean driving record.
- **Insurance qualifications require a minimum age of 25 years.**
- Must pass both federal and state background checks.
- Employee may be subject to drug testing.

Desired Traits

- Passion for We Don't Waste's mission & compassion for those less fortunate.
- Neat and clean appearance with a friendly personality.
- Ability to be dependable and punctual.
- Self-starter.
- Ability to work with diverse types of people.
- Good sense of humor.
- Ability to adapt to new situations and solve problems.
- Willingness to work Monday-Friday, with occasional long hours.
- Customer service skills.
- Knowledge of basic food safety.

Salary/Benefits

We Don't Waste offers full employee health coverage, a 3% IRA match, \$50,000 in accidental death life insurance, short-term disability, two personal days per year, and accrued vacation (all benefits are effective after 90 days of employment).

Warehouse Coordinator starting rate is \$17-\$19 per hour DOE.

Application Process

Qualified and interested candidates should submit a resume and cover letter to Aubree Pierce at careers@wedontwaste.org. Applications will be accepted on a first-come, first-served basis, and the job posting will be removed from our website (www.wedontwaste.org/team) when the position has been filled.

We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants.