



WE DON'T WASTE
SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

Food Recovery Manager

The Organization

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

The Opportunity

The Food Recovery Manager is a full-time, 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 age of 25 years.

Responsibilities

- Manage the Food Recovery team to ensure the maximum amount of high-quality product is efficiently delivered into the community.
- Recruit, train, and manage the Food Recovery staff.
- Manage and input data in Salesforce. Ensure all necessary information relative to We Don't Waste's food donors and recipient agencies is collected, maintained, and distributed as needed, conducting site visits when necessary.
- Provide assistance to the Director of Programs & Operations regarding policies and procedures. Assist in creation of new processes to increase effectiveness in internal communication, data collection, inventory tracking, distribution center organization/cleanliness, and information sharing.
- Motivate and inspire a team of passionate individuals to drive continuous improvement.
- Maintain inventory control, including compiling the received and distributed products on a daily basis, as well as proper tagging and tracking of food items.
- Oversee inventory audits to ensure proper tracking of incoming and outgoing donations.
- Serve as the primary point of contact for reciprocal distributions and assist the Director of Operations on ad-hoc food requests.
- Plan and conduct regular meetings with the Food Recovery team.
- Act as a liaison between the Food Recovery team and other members of the Operations team, ensuring efficient cross-functional communication.



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- Ensure that incoming food donations meet We Don't Waste's safety and quality standards, and relay any issues to the Food Acquisition Specialist in a timely manner.
- Coordinate with the Agency Relations Specialist to ensure that outgoing food distributions are well-aligned with agency preferences relative to product type and quantity.
- Assist in the development of best practices surrounding food recovery, including but not limited to: data collection, agency distribution, FIFO inventory rotation, food safety, storage, and sanitation, route management, and internal communication.
- Operate We Don't Waste's fleet of trucks and assist with the pick-up of food donations and delivery to approved agencies.
- Serve as an ambassador for We Don't Waste and develop meaningful relationships with our partners.
- Manage the scheduling of donation pickups and deliveries.
- Complete food donation pick-up and destination data entry on a daily basis.
- Assist Food Recovery Specialists and Facilities & Maintenance Coordinator in maintaining Distribution Center cleanliness and organization.
- Adhere to all We Don't Waste rules and Federal and State vehicle/passenger laws.
- Maintain frequent communications with the Director of Programs & Operations and Executive Director.
- Other duties as assigned by the Director of Programs & Operations or Executive Director.

Physical Job Requirements

- Repeated lifting of donated food weighing 40 pounds or more;
- Repeated climbing up, into, and out of large box trucks;
- Repeated opening, operating and closing up of hydraulic lift gates weighing 75 pounds or more;
- Repeated pushing, pulling and loading & unloading of large pallets of food;
- Daily operation of a pallet jack, forklift, and other equipment;
- Tobacco, vape, and drug-free environment.

Qualifications

- Possession of, or willingness to obtain a CDL license (cost to be covered by We Don't Waste);
- Minimum 1 year experience managing a team of 3 or more;
- Experience in food service or warehouse operations is a plus;
- Possession of a current driver's license and clean driving record;
- **Insurance qualifications require a minimum age of 25 years;**
- Must pass both federal and state background checks;
- Employees may be subject to drug testing.



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Desired Traits

- Passion for We Don't Waste mission;
- Bilingual English/Spanish desirable;
- Curious and analytical, with a desire to learn and improve;
- Ability to be dependable and punctual;
- Passion for motivating and inspiring others!
- Self-starter;
- Ability to work with diverse types of people;
- Good sense of humor;
- Ability to be flexible and think on your feet to solve problems;
- Computer skills; Proficiency with Microsoft Office, Gmail, Google Drive;
- Experience with Salesforce, Asana, and/or aptitude for learning new software;
- Willingness to work a flexible schedule Monday-Friday, with occasional long hours;
- Customer service skills; and
- Extensive knowledge of food safety and warehouse operations.

Salary/Benefits

The salary range for this position is \$57,000 - \$63,000

Why Work at We Don't Waste

- Paid time off! We Don't Waste offers two weeks of vacation time for the first year of employment (accrued), two personal days, sick days and 8 paid holidays AND our year end closure from Christmas Eve to New Year's Day.
- Retention of We Don't Waste staff is a priority! We provide increased vacation benefits for employees as a thank you for your service. In year 2, We Don't Waste offers 3 weeks of vacation. In year 3, We Don't Waste offers 4 weeks of vacation and in year 8 We Don't Waste offers 5 weeks of vacation!
- Amazing benefits such as health insurance, dental and vision insurance, employer paid short term disability, life insurance plans and an IRA-matching program. We pay 100% of health premiums for employee coverage, 100% of employee vision coverage and 44% of employee dental premiums.
- Volunteer time off! Opportunities to volunteer in the community for up to 12 paid hours a year.

Application Process

Qualified and interested candidates should submit a resume and cover letter to Katie



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Malarkey at careers@wedontwaste.org. Applications received by April 6, 2023, will be given priority and the job posting will be removed from our website (www.wedontwaste.org/get-involved/#careers) when the position has been filled.

We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Reasonable Accommodation

Applicants with disabilities may contact Human Resources via email to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact We Don't Waste at careers@wedontwaste.org.

EEO Statement

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

Disclaimer

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.