



# WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

## Food Recovery Specialist

### 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 recovery model.

### The Opportunity

The Food Recovery Specialist is a full-time, non-exempt position that reports directly to the Food Recovery Manager. 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 Food Recovery Specialists to be a minimum age of 25 years.**

### Responsibilities

- Operate large box trucks to pick up and deliver food donations; including a 26-foot refrigerated truck that requires a Class A or B CDL (We Don't Waste to cover training cost)
- Serve as an ambassador for We Don't Waste and be able to respond to the community and to partner agencies about We Don't Waste and its services.
- Adhere to all We Don't Waste rules and Federal and State vehicle/passenger laws.
- Complete food donation pick-up and destination data entry via Salesforce daily
- Maintain Distribution Center cleanliness and organization by performing daily cleaning tasks such as sweeping, mopping, and composting.
- Assist the Food Recovery Manager in ensuring that food inventory is properly stocked and rotated to maintain high quality standards.
- Assist with We Don't Waste's Mobile Food Markets (set-up, food distribution, and break-down)
- Regularly communicate with food donors and nonprofit partners
- Maintain frequent communications with the Food Recovery Manager and Director of Programs & Operations
- Other duties as assigned by the Food Recovery Manager and Director of Programs & Operations.

### 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 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).
- 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.
- Employees may be subject to drug testing.

### **Desired Traits**

- Passion for We Don't Waste mission.
- Bilingual English/Spanish desirable
- Neat, clean appearance with friendly personality
- Ability to be dependable and punctual.
- 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.
- Customer service skills
- Knowledge of basic food safety.

### **Salary/Benefits**

Food Recovery Specialist starting rate is \$24 per hour.

### **WHY WORK AT WE DON'T WASTE**

- Paid time off! We Don't Waste offers three weeks of time for the first year of employment (accrued), 80 hours of sick time, 9 paid holidays AND our year end closure from Christmas Eve through 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 4 weeks of time off. In year 3, We Don't Waste offers 5 weeks of vacation and in year 8 We Don't Waste offers 6 weeks of vacation!
- Amazing benefits such as health insurance, dental and vision insurance, employer paid short term, 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 Malarkey at [careers@wedontwaste.org](mailto:careers@wedontwaste.org). Applications received by January 15, 2024, will be given priority and the job posting will be removed from our website ([www.wedontwaste.org/team](http://www.wedontwaste.org/team)) when the

position has been filled. We Don't Waste will be closed from December 23-January 2, during this time we will not be able to answer any questions about the position.

*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](mailto: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.