



# WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

## **Distribution Center 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 recovery model.

### **The Opportunity**

We are growing! The Distribution Center Coordinator is a full-time, non-exempt position at We Don't Waste. This rewarding position distributes rescued food to our nonprofit partners at our Food Hub. This 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**

- Assist with daily food distribution to We Don't Waste's nonprofit partners
- Assist with maintaining inventory controls, including compiling the received and distributed products on a daily basis, as well as proper tagging and tracking of food items
- Proactively rotate and distribute inventory based on product type, quality, shelf life and nonprofit partner preferences
- Ensure food items are stored in proper locations according to type of donation
- Regularly audit inventory to ensure proper tracking of incoming and outgoing donations
- Operate electric pallet jack and/or forklift to coordinate the outbound loading of route vehicles, and inbound unloading of food donations
- Assist Food Recovery team in maintaining warehouse cleanliness, including but not limited to: ensuring trash, recycling, and compost are emptied daily, keeping food and non-food pallets well organized in the Distribution Center's dry storage, cooler, and freezer racking, and keeping the floors clean and free of debris
- Work in collaboration with the Volunteer program staff to help with volunteer shifts as needed, including Mobile Food Markets and Distribution Center shifts

- Assist the Food Recovery team with the pick-up of food donations and deliveries as needed
- Adhere to all We Don't Waste rules and Federal and State vehicle/passenger laws
- Serve as an ambassador for We Don't Waste and be able to respond to the community and nonprofit partners about We Don't Waste

### **Qualifications**

- Experience working in food recovery or food banking preferred
- Possession of a current Colorado driver's license and clean driving record
- **Insurance qualifications require a minimum age of 25 years**
- Employee may be subject to drug testing

### **Desired Traits**

- Passion for We Don't Waste's mission
- Ability to be dependable and punctual
- Self-starter
- Ability to relate to diverse communities and perspectives
- Ability to be flexible and think on your feet
- Willingness to work a flexible schedule Monday-Friday, with occasional weekends
- Customer service skills
- Knowledge of basic food safety

### **Physical and Job Requirements**

- Repeated lifting of donated food weighing 80 pounds or more
- Repeated climbing up and 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 box trucks
- Tobacco-, vape- and drug-free environment

### **Salary/Benefits**

The hourly 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 November 10, 2024, will be given priority and the job posting will be removed from our website ([www.wedontwaste.org/get-involved/#careers](http://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](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.