



WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

Food Access and Acquisition Coordinator

Our Mission & Values

At We Don't Waste, we believe food is a human right. Every person deserves access to nutritious food, and we are committed to making that belief a reality across our community.

At We Don't Waste, our core values are not aspirational statements — they are embedded in how we operate every day. From decision-making and problem-solving to communication and community engagement, our values shape our work practices across the organization.

All employees are expected to uphold and embody adaptability, belonging, collaboration, dedication, and sustainability in the workplace. This includes remaining flexible and accountable, valuing and listening to diverse perspectives, working together toward shared goals, staying committed during challenging moments, and stewarding resources responsibly. These expectations are foundational to how we live our mission and how we show up for one another and the communities we serve.

The Organization

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

The Opportunity

The Food Access and Acquisition Coordinator is a full-time, non-exempt position that supports We Don't Waste's food recovery ecosystem across three core areas: Food Acquisition, We Rescue, and Food Access.

This role blends relationship management, logistics coordination, volunteer engagement, and hands-on food recovery operations to ensure high-quality food is procured, rescued, and distributed efficiently into the community.

Reporting to the Food Acquisitions Manager and working closely with cross-functional team members, this position plays a key role in advancing the organization's mission to reduce food waste and food insecurity. For the first 6 months this position will primarily work in Food Access to better acquaint themselves to the procurement and delivery process and will further integrate into responsibilities in We Rescue procurement and Food Acquisitions after a six-month onboarding on Food Access. After six months, this role will work in Food Acquisitions 2-3 days a week and in Food Access 2-3 days a week.

Key Responsibilities

Food Acquisition

Donor Procurement & Relationship Management

- Research and develop new food donor opportunities to increase consistency, quality, quantity, and frequency of food donations.
- Establish and nurture donor relationships with an understanding of mutual business benefits.
- Assist in onboarding new donors in collaboration with the Food Acquisitions Manager and Food Access staff.
- Engage with prospective and current food donation partners via presentations, meetings, and other collaborative opportunities. Conduct donor visits and pickups to gather logistics information, including donation specifics, schedules, pickup instructions, contacts, and reporting metrics.
- Attend industry meetings, networking events, and food shows, as appropriate, to cultivate new partnerships.
- Collaborate with the Communications Team to strengthen donor-facing materials and procurement processes.
- Support generation of monthly food procurement reports in collaboration with leadership.
- Support informed procurement decisions in partnership with Food Access staff.
- Facilitate food purchasing for grant-funded opportunities as needed.
- Collaborate with volunteer food rescue teams (using the We Rescue app) to successfully onboard new donors.
- Act as a professional ambassador for We Don't Waste under a variety of conditions.

We Rescue Program

Donor & Recipient Agency Coordination

- Assist the Food Acquisition Manager and Sr. We Rescue Coordinator in pursuing partnerships with small businesses, restaurants, grocery stores, farmers, and specialty vendors.
- Assist in We Rescue dashboard duties (scheduling and donor/recipient/volunteer communications).
- Complete food rescues directly when necessary.

Food Access

Transportation & Food Recovery

- Operate large refrigerated box trucks to pick up and deliver food donations (no over-the-road driving required).
- Adhere to all We Don't Waste policies and federal and state vehicle/passenger laws.
- Ensure safe handling and transport of food donations.
- Maintain frequent communication with the Director of Food Access and the Food Access Manager regarding operational updates.

Distribution Center & Inventory Support

- Maintain distribution center cleanliness and organization, including daily sweeping, mopping, composting, and sanitation tasks.
- Assist in ensuring inventory is properly stocked, rotated (FIFO), and maintained according to food safety and quality standards.
- Support distribution center operations, including order pulling, stocking shelves, inventory counts, equipment maintenance, and facility upkeep.
- Assist with agency pickups at the distribution center.

Data & Reporting

- Complete daily food donation pickup and distribution data entry in Salesforce.
- Ensure timely and accurate documentation across systems.
- Support reporting and record maintenance related to food recovery activities.

Cross-Functional Collaboration

- Work collaboratively with the Food Access, Volunteer, and Communications teams to ensure efficient communication and alignment.

- Maintain consistent communication with supervisors regarding program performance, challenges, and opportunities.
 - Perform other duties as assigned to support organizational goals.
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Physical Job Requirements

- Repeated lifting of donated food weighing 50 pounds or more
- Repeated climbing up, into, and out of large, refrigerated 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 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
 - Good sense of humor
 - Ability to be flexible and think on your feet to solve problems
 - Customer service skills
 - Knowledge of basic food safety
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Salary/Benefits

The pay rate is \$25.50 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, life insurance plans, FSA and an IRA-matching program. We pay 100% of health premiums for employee coverage, 100% of employee vision coverage and 100% of employee dental premiums.
 - Volunteer time off! Opportunities to volunteer in the community for up to 12 paid hours a year.
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Application Process

Qualified and interested candidates should submit a resume and cover letter to Katie Malarkey at careers@wedontwaste.org. Applications received by March 30, 2026, will be given priority and the job posting will be removed from our website <https://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.