



Facilities and Warehouse 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 Warehouse and Facilities Coordinator is a full-time, non-exempt position that supports We Don't Waste's food recovery warehouse and facility operations.

This role combines facility and grounds cleaning and maintenance, inventory and data processing, partner agency engagement, and hands-on food recovery support to help

ensure high-quality food is procured, rescued, and distributed efficiently throughout the community.

The position is responsible for maintaining a clean, organized, and well-functioning facility to support daily operations. During the first approximately two hours of each day, the role focuses on hands-on cleaning, routine upkeep, and maintaining an orderly warehouse and office environment. For the remainder of the day, the Coordinator provides warehouse and operational support for our food access programming.

Reporting to the Distribution Center Manager and collaborating closely with cross-functional team members, this position plays an important role in advancing the organization's mission to reduce food waste and food insecurity.

Key Responsibilities

Warehouse & Operations Support

- Maintain cleanliness and organization in receiving areas and warehouse workspaces, including daily sweeping, mopping, composting and sanitation tasks.
- Assist the Food Access Team in unloading We Don't Waste trucks, tractor trailer loads and reciprocal partner organizations.
- Assist with food recovery and distribution activities while assigned as a passenger on truck routes.
- Support route operations by assisting with navigation, pick-ups, and drop-offs.
- Aid the Food Access Team in processing and organizing incoming inventory.
- Support the We Rescue Team in receiving incoming donations brought by We Rescue Volunteers.
- Coordinate with the Distribution Center Manager in processing Pickup Program outbound inventory data.
- Assist the Food Access Team in receiving walkup donations.
- Support dock and warehouse readiness for daily operations.
- Support reciprocal donations from donating partner organizations.
- 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.
- Complete daily food donation pickup and distribution data entry in Salesforce.

Facilities and Grounds

- Perform daily perimeter checks to ensure that proper cleanliness, maintenance and safety measures are maintained.

- Utilize onsite tools to keep property visually acceptable for staff, donors and recipients, including snow removal.
- Perform daily, weekly and monthly cleaning tasks in and around the warehouse, including but not limited to mopping, sweeping, pressure washing, and organizing.
- Assist Food Access Team in maintaining warehouse cleanliness.
- Report any safety hazards, graffiti, or any other issues affecting the integrity of the property to the Distribution Center Manager.
- Assist the Safety and Compliance team by being a point of contact for all vendors coming to the facility.

Pickup Program Support

- Assist the Distribution Center Manager in the daily operations of the Agency Pickup Program.
- Guide partner agencies through daily pickups and help load vehicles with the food they receive.
- Assist the Distribution Center Manager in stocking and curating the food available in the Pickup Program.
- Help maintain organization and cleanliness within the areas utilized by the Pickup Program.
- Provide extra support to the pickup process when the Distribution Center Manager is offsite.

Facilities Upkeep and Minor Repair

- Conduct routine walkthroughs of the building to identify maintenance and facility needs.
- Call in and coordinate routine maintenance requests with vendors or service providers when appropriate.
- Perform minor repairs such as:
 - Replacing light bulbs
 - Tightening fixtures
 - Minor patching or touch-up work
 - Adjusting shelving or storage equipment
- Support general organization of storage areas, docks, and facility spaces.
- Assist with seasonal facility tasks and building upkeep projects.

Cross-Functional Collaboration

- Work collaboratively with the Food Access, Volunteer, and Administrative teams to ensure efficient communication and alignment.
- Maintain consistent communication with supervisors regarding performance, challenges, and opportunities.

- Perform other duties as assigned to support organizational goals.

Physical Job Requirements

- Repeated lifting of donated food weighing 50 pounds or more
- 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
- Ability to wear ASTM F2413 safety standard footwear.

Qualifications

- Must be 18 years of age
- 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

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), 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 June 22, 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.

