



# WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

## **Food Access 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 Coordinator is a full-time, non-exempt position that reports to the Food Access Manager. This rewarding position is a vital part of the We Don't Waste team and helps to ensure that surplus food in our community goes to food-insecure families and individuals, not the landfill.

**Please Note: Insurance qualifications to drive We Don't Waste vehicles require Food Access Coordinators to be a minimum age of 25 years.**

## **Responsibilities:**

### **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.
- 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

### **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.
- Assist with We Don't Waste's Mobile Food Markets (set-up, food distribution, and break-down)
- Perform other duties as assigned to support organizational goals.

### **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.

## **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

## **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.

### **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 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](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.