

UNIVERSITY DISTRICT FOOD BANK WEEKEND FOOD RECOVERY SPECIALIST

Job Title: Weekend Food Recovery Specialist

Classification: Regular, Part-time, Non-exempt

Salary: \$31 per hour

Application Deadline: Initial review of applicants will begin June 24, position open until filled

University District Food Bank works every day to build a hunger free Northeast Seattle through reliable access to healthy food and connections with vital resources. Our programs offer community members the healthy, culturally familiar food options they need. Our grocery store styled free pantry in the University District enables customers to shop for the foods they want in a comfortable and bright setting. Satellite pantries at Magnuson Park and North Seattle College help us connect with communities who are challenged to reach our primary pantry. Home delivery enables families unable to come to our pantry themselves to still be connected to the healthy food they need. Our collaborations with 18 nearby public schools help ensure that school kids have abundant meals and snacks to support them over the weekend when school meals are not an option.

Position Summary:

As the Weekend Food Recovery Specialist, you will lead our efforts to collect donated food from our network of community partners on Saturday and Sunday and return them to the food bank so that they can be made available for customers during our regular pantry hours. On Saturdays, you will also support the recovery of produce and other donations from the vendors at the weekly University District Farmers Market. After recovering the food from our partners, you will return to our pantry and ensure that the food is unloaded and stored properly for future use. You may work independently or with the help of a volunteer in these weekend recovery efforts.

Responsibilities and Work Tasks:

To be successful in this role, an individual will be able to perform these duties to a reasonable level.

- Collect perishable and nonperishable food and other donated items from businesses and other community partners
- Represent the food bank professionally while interacting with others at food recovery locations, partner businesses, and events
- Support receiving, unloading, and safe storage of donations at the food bank
- Maintain a positive working relationship with food recovery partners
- Accurately and in a timely manner weigh and record collected donations
- Follow general food-safety guidelines in receiving and handling food
- Support scheduled and unexpected food recovery trips
- Ensure a smooth and timely pick-up of donations and communicate any delays or issues that may arise to donation partners
- Provide Saturday home delivery support, as needed, to ensure that customer grocery delivery needs are met when volunteers aren't available
- Support other Saturday food bank operations, as needed
- Communicate regularly with your manager to provide updates and review any issues

Skills and Qualifications

The following skills and qualifications are necessary for this position:

- Valid US driver's license with a clean and safe driving record
- Able to safely drive a refrigerated cargo van (Dodge Promaster) in an urban environment, with previously demonstrated experience preferred

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- Able and willing to consistently work weekend hours
- Must be reliable, organized and clear in communication
- Willing to work independently or as part of a small team
- Familiarity using material handling equipment (mostly pallet jacks and hand trucks) in a warehouse setting
- Valid King County Food Handler's Permit or obtain one within five days of hire

Hours:

This is a 10-12 hour per week position working on Saturday morning and afternoon and Sunday morning.

Physical demands and work environment:

To successfully perform the essential functions for this position, you will be expected to

- Regularly lift and carry up to 50 pounds safely
- Occasionally lift and carry up to 100 pounds safely with the help of another individual
- Spend much of your work time on your feet moving around
- Move in and out of a cargo van (for loading/unloading and driving)
- Use material handling equipment to move containers and pallets of food
- Maintain safety awareness in our operating spaces
- Direct others in support of your work.

At this time, COVID-19 vaccines are encouraged but not required for employment.

Salary & Benefits:

The starting salary for this part-time position is \$31 per hour with regular work of 10-12 hours per week. The position benefits will include paid vacation and sick time, holidays, and employer contribution to a SEP IRA.

How to apply:

To apply, please submit your resume and cover letter by email to apply@udistrictfoodbank.org with Weekend Food Recovery Specialist in the subject line. In your cover letter, please share how your experience and/or skills relate to this position and why you are personally excited about this opportunity for work.

Please **apply by June 24, 2024**, to ensure that your application can be considered.

Equal Opportunity Employment:

University District Food Bank is an equal opportunity employer and is committed to an environment that fosters and embraces equity. We want to develop and sustain a staff that reflects the diversity in our community. We encourage people of color, people with diverse sexual orientations, gender expressions and identities, people with disabilities, current customers, and people with lived experience to apply for this position. We support fair chance hiring and commit to evaluating candidates regardless of a prior criminal conviction.