



Position Title: **Healthy Opportunities Pilot Distribution Support**

Schedule: 24 hours/week

Reports to: Healthy Opportunities Pilot Lead

Compensation: \$20.80 per hour

Organization Overview:

Bounty & Soul is an innovative grass-roots community-based organization working to advance food and health equity by giving everyone a fair opportunity to eat well, live healthily, and thrive. We provide consistent access to nourishing food, health & wellbeing education, and a supportive community. We are an energetic, passionate, and committed team with more than 550 volunteers that we rely on for the successful implementation of our work.

Diversity, Equity, Inclusion and Belonging: The heart of Bounty & Soul's mission recognizes and celebrates diversity, inclusion, social justice, and community-led solutions to inequities. We believe that to fully embrace diversity and inclusion, everyone must feel seen, heard, respected, and valued. Within our team, we strive to nurture a culture where inclusion and diversity are a reflex, not an initiative - one that unifies us in a shared sense of celebration, care, respect, passion, and commitment to social and environmental responsibilities. In that spirit, we center community in all decision-making and carry out our mission in accord with community desires.

Job Description Summary:

The Healthy Opportunities Pilot (HOP) is the nation's first comprehensive program to test evidence-based, non-medical interventions designed to improve the health of Medicaid beneficiaries. Through HOP, eligible people can receive free services to support needs related to food, housing, transportation, interpersonal safety and toxic stress. Bounty and Soul is one of more than 50 organizations providing HOP services in Western North Carolina. We provide eligible Medicaid members with a weekly delivery of groceries through a HOP service called Healthy Food Box. Through this program, we provide home delivery of fresh fruits, vegetables, grains, proteins, healthy snacks, and spices that meet the medical needs and life circumstances of each household.

The HOP Distribution Driver will be a key member of the team that purchases food in bulk, breaks bulk orders down into individual grocery bags, and delivers groceries to clients. This role requires significant attention to detail, shifting between many types of tasks each day, and significant verbal and written communication with staff, volunteers, and clientele.

Duties and Responsibilities:

- Drive a cargo van for pickups and deliveries daily
- Drive company vehicles and operate company equipment with professionalism and care
- Work with a teammate to pick up thousands of pounds of bulk food each week from a local distributor, grocery stores, and farms
- Check the quality of fruits and vegetables while picking up orders and clearly and politely communicating quality issues to the seller
- Unload cases, crates, and bins of food into cold and dry storage
- Work closely with volunteers to breakdown cases, crates, and bins of food into individual units
- Work closely with volunteers who accompany staff to deliver groceries
- Operate route-making software while on delivery routes, including taking pictures to document groceries left on doorsteps when clients are not home
- Work with the HOP team to identify more efficient delivery routes
- Maintain cleanliness and maintenance of delivery vehicles and keep accurate and up-to-date maintenance records as requested.
- Maintain inventory counts and contribute to weekly food purchasing decisions
- Pack client groceries - this includes very significant attention to detail so that clients receive the right food in the right quantities
- Communicate with clients via text message, phone, and in-person as needed, including the use of Google translate for communications in various languages
- Maintain overall cleanliness and organization of food storage and work areas - including sweeping, mopping, wiping down food contact surfaces, breaking down cardboard boxes, minimizing clutter, and frequent reorganization of food storage spaces to accommodate weekly fluctuations in the quantity of food on hand
- Follow and support strict food safety standards and procedures
- Engage in proper record keeping as directed
- Report details of client interactions to the HOP Lead and HOP Associate to facilitate clear communications and required documentation of client communications
- Maintain client confidentiality and healthy boundaries at all times

Minimum Requirements:

- Strong attention to detail
- Strong organizational skills
- Strong time management skills
- Ability to work quickly and independently when needed
- Able to make decisions quickly and work collaboratively
- Ability to read spreadsheets and follow detailed written instructions
- Strong interpersonal and communication skills with ability and desire to work with a diverse group of volunteers, interns, staff, and clientele
- Ability to lift up to 50 pounds many times each day
- Flexibility with job duties and ability to contribute to the needs of the organization as may arise
- Willingness and ability to drive and be outside in heat, cold, wind, and rain
- Up to date and clean driver's license
- Comfort driving a vehicle in tight spaces such as narrow driveways

Bonus Qualifications:

- Servsafe certified
- Experience driving vans
- Ability to speak two or more languages
- 2+ years working with fresh produce in a farm, grocery, or food service setting
- 2+ years of inventory control
- Experience working in settings that require client, customer or patient confidentiality
- Familiar with Google Suite and Microsoft Office Products such as Google Sheets and Excel

To apply, reach out to: sarah@bountyandsoul.org