



**Position Title: Food Distribution Associate**

Schedule: Full Time, 40-hours; may include work on weekends

Reports to: Director of Food and Farms

Compensation: \$22.10 – \$23.50 Depending on Experience (DOE) plus Health, Dental, and Vision Insurance; Short Term Disability and Life Insurance Benefits; PTO package.

### **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.

### **Equal Opportunity Employment:**

Bounty & Soul is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants for employment and do not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected under federal, state, or local laws. This commitment applies to all aspects of employment, including recruitment, hiring, promotion, transfer, compensation, benefits, training, termination, and other terms and conditions of employment. Bounty & Soul also provides reasonable accommodations to qualified individuals with disabilities and sincerely held religious beliefs, in accordance with applicable laws.

### **Job Description Summary:**

This is a community-facing role connecting Bounty & Soul with the greater local food system. This team member will represent Bounty & Soul to the community by overseeing volunteer activities within our food hub and at community markets with the Farmers Market Truck initiative, partnering with communities who will benefit from access to

fresh food and health and wellbeing opportunities. The right person will maintain professionalism; foster community partnerships; distribute fresh food with equity, compassion, and respect; operate our fleet of vehicles and equipment with care and safety; and meet the physical demands of the job. They will interface with team members and volunteers in the Produce to the People™, Farmers Alliance™ and Rooted in Health™, Bounty & Soul's pillar programs.

### **Duties and Responsibilities:**

- Represent Bounty & Soul with fidelity to our vision, mission and values.
- Lead community Farmers Market Truck food distribution events.
- Serve the community with equity, adhering to Bounty & Soul's trauma-informed practices.
- Foster healthy, collaborative partnerships with community-based organizations, linking our partners to the services they desire.
- Cross-function with the Farmers Alliance™ team in food sourcing and distribution.
- Set up and display of food at in-person markets, implementing Bounty & Soul market guidelines and expectations and adhering to standards set forth by the Director of Food and Farms.
- Support quality control of food and quantity of food for distribution.
- Ensure the collection of participation data at Farmers Market Truck distribution events.
- Support the Community Engagement Manager with feedback that ensures proper volunteer support for Farmers Market Truck events.
- Drive company vehicles ranging in size from pickup trucks to 25+ foot long refrigerated box trucks and operate company equipment with professionalism and care.
- Drive a large refrigerated truck to food donation/purchase destinations such as retail grocers, farms and gardens, distributors and MANNA Foodbank.
- Drive cargo van for pickups and deliveries as needed.
- Maintain cleanliness and maintenance of company vehicles. Take personal responsibility for the safe and good working order of all equipment and vehicles. Notify the Director of Food and Farms of concerns and issues.
- Support the periodic maintenance and repair of company vehicles including oil changes, tune-ups, and inspections by taking vehicles as assigned to service providers. Ensure accurate and up-to-date maintenance records are hand carried to supervisors
- Support volunteers at the Bounty & Soul Hub with food and supply sorting, storage and market preparation.
- Oversee and perform loading/unloading/storing of donated produce.

- Record weights and types of food donations in food donation logs.
- Maintain overall cleanliness and organization of the food storage and work areas.
- Drive forklifts and operate other warehouse equipment with care.
- Properly dispose of trash, recycling, and compost.
- Follow and support strict food safety, sanitation standards, and procedures.
- Support the flow of food, working with teammates and volunteers to ensure freshness and food safety.
- Maintain an up-to-date Food Safety and Sanitation Certification, forklift certification and other pertinent training.
- Participate with diligence in the creation and fulfillment of work plans.
- Perform other duties as assigned by the Director of Food and Farms.

**Minimum Requirements:**

- 2 years of professional experience in the food industry or warehouse management.
- Community building experience.
- Strong interpersonal and communication skills with ability and desire to work with a diverse group of volunteers, interns, staff, and community members.
- Strong organizational and time management skills.
- Able to make decisions quickly and work collaboratively.
- Experience driving large vehicles.
- Experience operating a forklift and pallet jacks are a plus.
- Ability to lift 50-75 lbs. repeatedly.
- Flexibility with job duties and contribute to the needs of the organization as may arise.
- Up to date and clean driver's license.

**Most Preferred Qualifications:**

- Bilingual in English and Spanish or have substantial Spanish language proficiency in addition to English.
- ServSafe Certified.
- Familiar with Google Suite and Microsoft Office Products.
- Experience/certifications in forklift operation and warehouse equipment.
- CDL and experience driving large (25+ foot) commercial trucks is a bonus.