



**Position Title: Food Distribution Associate**

**Schedule:** Part-time, 28-hours

**Reports to:** Director of Food and Farms

**Compensation:** \$22.10 – \$23.50 Depending on Experience (DOE)

**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 fast paced, physically active, community-facing role connecting Bounty & Soul with the greater local food system. The Food Distribution Associate member will join a team of Bounty & Soul staff and volunteers that work together in our food hub and at community food distribution markets to provide healthy food to 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 significant 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:**

### ***Vehicle and Equipment Responsibilities***

- Drive company vehicles ranging in size from pickup trucks to 25+ foot long refrigerated box trucks with heavy loads.
- 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
- Drive forklifts and operate other warehouse equipment with care.
- Maintain an up-to-date forklift certification and other pertinent training.
- Properly dispose of trash, recycling, and compost and safely operate a cardboard baler.

### ***Food Handling Responsibilities***

- 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.
- 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.
- 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 certification and other pertinent training.

### ***Community Engagement Responsibilities***

- Lead community Farmers Market Truck food distribution events.
- Support volunteers at the Bounty & Soul Hub with food and supply sorting, storage and market preparation.
- Serve the community with equity, adhering to Bounty & Soul's trauma-informed practices.
- Represent Bounty & Soul with fidelity to our vision, mission and values.
- Foster healthy, collaborative partnerships with community-based organizations, linking our partners to the services they desire.
- 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.

### ***Other Responsibilities***

- 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.
- Ability to lift 50-75 lbs. repeatedly.
- Up to date and clean driver's license.
- 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.
- Flexibility with job duties and contribute to the needs of the organization as may arise.
- Community building experience.

### **Most Preferred Qualifications:**

- Bilingual in English and Spanish or have substantial Spanish language proficiency in addition to English.

- ServSafe Certified.
- Experience/certifications in forklift operation and warehouse equipment.
- CDL and experience driving large (25+ foot) commercial trucks with heavy loads is a bonus.
- Familiar with Google Suite and Microsoft Office Products.