



Position Title: Food Distribution Associate

Schedule: Full Time, 35 – 40hours; Tuesdays through Saturdays

Reports to: Director of Food and Farms

Compensation: \$23.15 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 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 for those experiencing food insecurity. The right person will maintain professionalism; foster community partnerships; distribute fresh food with joy, equity, compassion, and respect; operate our fleet of vehicles and equipment with care and safety; and meet the significant physical demands of the job.

Duties and Responsibilities:

Vehicle and Equipment Responsibilities

- Drive company vehicles ranging in size from pickup trucks to large 25+ foot long refrigerated box trucks with heavy loads.
- Operate company equipment with professionalism and care.
- Maintain cleanliness of company vehicles. Take personal responsibility for the safe and good working order of all equipment and vehicles.
- Drive forklifts and operate other warehouse equipment with care.

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 adhering to standards set forth by the Director of Food and Farms
- Support quality and quantity of food for distribution
- Perform loading/unloading/storing of donated produce
- Record weights 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

Community Engagement Responsibilities

- Lead community Farmers Market Truck events and other food distribution events
- Foster healthy, collaborative partnerships with community-based organizations.
- Ensure the collection of participation data at Farmers Market Truck events and other food distribution events.

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 people
- Experience driving large trucks or other vehicles

Bonus Qualifications:

- Bilingual in English and Spanish or have substantial Spanish language experience
- Experience operating a forklift and pallet jacks
- ServSafe Certified.
- CDL and experience driving large (25+ foot) commercial trucks with heavy loads is a bonus.
- Familiar with Google Suite and Microsoft Office Products.