



## FOOD ACCESS AND JUSTICE ADMINISTRATOR JOB DESCRIPTION

**Position/Title:** Food Access and Justice Administrator

**Position Type:** Full Time, Exempt

**Reports To:** Strengthening Families Manager

Growing Home is dedicated to creating a thriving and equitable north metro Denver – one family at a time. Our participant-centered approach to strengthening families, nurturing children, and connecting community fills a critical gap for families and children who are experiencing immediate and long-term barriers to stability and success. Through evidenced-based programs, we improve outcomes for children, their parents, and their community. Our model makes us a leader in the two-generation approach to poverty alleviation and community equity.

**Mission:** In partnership with the community, Growing Home advances equity in food, housing, parenting education, and lifelong stability to create lasting change for the future.

**Vision:** Growing Home envisions a thriving, healthy, and equitable community for all.

**Core Values:** Respect, Effectiveness, Learning, Collaborative Leadership, Professionalism, and Inclusiveness.

**Description or Purpose of the Position:** Growing Home is seeking an experienced program administrator to oversee the agency's food pantry operations and help lead the implementation of Growing Home's integrated food access and justice strategy. Growing Home is looking for someone who is passionate about food equity, project management, team communication, and customer relations to serve as Growing Home's content expert on food access and justice. The Food Access and Justice Administrator will utilize best practices in food safety, health and nutrition, and a participant-centered approach to ensure equitable access and distribution of food in our community. This includes supervising and coordinating all staff, volunteers, and activities related to the Food Pantry. As part of this role, the candidate will oversee food storage, product movement for food pantry services, ensuring accurate inventory through regular cycle counts, placing food orders, and overseeing the distribution of food to our community.

### **Responsibilities:**

#### Supervision

- Supervise Food Pantry staff using the organization's servant leadership philosophy, coaching staff towards a culture of excellence
- Ensure alignment and collaboration between the Food Pantry program/staff and other staff/parts of the organization to ensure optimal program performance guided by diversity, equity and inclusion
- Serve as a conduit of 2-way communication between management and frontline staff by ensuring accurate, timely, and concise dissemination of information and providing Food Pantry specific expert input on operational decisions that will contribute to Growing Home's mission

#### Food Pantry Operations

- Oversee day to day operations of the Food Pantry, providing backup support during food pantry distribution hours as needed
- With management support, ensure excellent customer service, deal with complaints or issues expediently, and provide follow up staff training, and implement needed system/process improvements
- Collaborate with Strengthening Families Manager to ensure compliance with grant contracts and regulatory requirements related to the Food Pantry, ensuring that Food Pantry operations function within the approved budgets and grant contract deliverables
- Monitor Food Pantry priorities around food, service, volunteers, and community engagement and support these areas to be responsive to the shifting needs in each
- Create and coordinate the food rescue schedule, working with the Food Pantry Driver and volunteers

#### Food Supply Coordination

- Oversee and coordinate the collection, storage, rotation, and utilization of distribution of food in compliance with local health and safety codes
- Maintain food storage space, taking regular inventory of shelf-stable and perishable food and paying close attention to food safety dates
- Assure the proper care and maintenance of all food service equipment and facilities, maintaining a clean, orderly and safe environment, assuring that the programs comply with the state health department, fire department codes, and other health and safety codes
- Coordinate food pickups and food deliveries with new and existing food donors, partner organizations, and volunteers; assist with pickups and lifting heavy food donations and putting items away if needed
- Manage food supply through food sourcing relationships, donations, and food rescue; maintaining the necessary documentation and reporting associated with each source, keeping in mind culturally responsive foods

#### Food Pantry Volunteer Management

- Complete regular volunteer forecasting and collaborate with Volunteer Coordinator to ensure appropriate recruitment of new volunteers to meet food pantry volunteer need
- Work with Volunteer Coordinator to orient new volunteers to Growing Home and the Food Pantry (including systems, tasks, and expectations), provide additional support as needed with group volunteers
- Work with the Volunteer Coordinator and Food Pantry Coordinator to implement a positive volunteer experience that leads to a consistent recurring volunteer base for the food pantry, including conducting follow-up conversations and ongoing training with volunteers to develop relationships and conducting volunteer appreciation
- Work with Food Pantry Coordinator, Food Pantry Driver, and Volunteer Coordinator to support effective two-way communication with volunteers
- Facilitate conflict resolution as needed, escalating issues to supervisor and/or Volunteer Coordinator as needed

#### Community Partnerships and Advocacy

- Cultivate relationships with agency partners and stakeholders
- Serve as subject matter expert in food access and justice issues, staying apprised and educate others on policy and advocacy issues relating to food access and justice and collaborating with advocacy

and community organizing staff to ensure effective integration of programs and advocacy/community organizing

- Create presentations, tools, and documents, related to food access and justice issues to facilitate educational opportunities for staff and community.
- Represent Growing Home in food access and justice related partnerships and projects that work on the policy level to address the needs of underrepresented communities
- Participate in interdepartmental work to capture testimonials and stories, with written permission, to advance the food justice and equity work in our community

#### Evaluation

- Prepare, submit, and maintain internal and external reports/documents to properly evaluate and report on the impact of Growing Home's food distribution efforts
- Assist in the implementation of a strong evaluation plan to measure the impact food distribution has on family stability and food access, including analysis of collected qualitative and quantitative data and development of required reports
- Generate reports relating to food access and justice work and share data with volunteers and organizational leadership regularly
- Utilize data to make improvements as needed

#### **Qualifications Needed:**

- Bilingual (Spanish/English) highly preferred
- Experience supervising and coordinating multiple people
- Proven track record in warehouse and facility management, large scale food operations, or related position
- Familiar with trauma-informed practices and a participant-centered approach
- Focused, organized, driven, efficient, and able to balance competing priorities
- Experience and passion for food access and justice work within a diverse community
- Ability to lift up to 75 lbs. and be on feet 4-6 hours a day
- Demonstrated ability to work as an integral part of a team while operating with a high level of independence, autonomy, and trust
- Familiarity with Microsoft Office products including Word, Excel, PowerPoint, and Outlook
- Valid driver's license, auto insurance, and ability to drive a large vehicle
- Ability to work Saturdays

#### **Hours of Work & Location:**

- Hours of Work: This position is full-time, 40 hours a week. Work will generally be completed Monday-Friday, between 9:00 am-5:30 pm, with flexibility to work Saturdays as needed
- Location: Work will primarily be performed in the Growing Home offices, with some local travel required.

#### **Salary and Benefits:**

- Hiring Range: \$46,000-\$50,000
- Fantastic Benefits:
  - Health, Dental, and Vision Insurance
  - Company-paid life insurance
  - Optional 403(b) retirement plan, with 5% match after 1 year

- Dedicated professional development dollars
- Weekly paid wellness time
- Paid vacation time, sick time, and holidays
- Company-paid mental health consultant
- Gym stipend
- Cell phone stipend
- A fun, close-knit team!

**To Apply:**

Please send a resume and cover letter to [careers@growinghome.org](mailto:careers@growinghome.org) with **Food Access and Justice Administrator** in the subject line. No walk-ins, please.

Growing Home strives to create a diverse, inclusive, and equitable workplace. Growing Home is an Equal Opportunity Employer.