



## FOOD ACCESS ADMINISTRATOR

*Grow with us!*

### **ABOUT US:**

Growing Home is a nonprofit organization based in Westminster, Colorado. We cultivate a thriving, healthy, and equitable North Metro Denver by connecting people to services and programs to drive community action in the areas of food, housing, parenting education, and lifelong stability. We strive to create a welcoming environment for all by cultivating a sense of home with our participants, staff, and community members.

### **ABOUT THE ROLE:**

Growing Home is seeking a Food Access Administrator to oversee the agency's Food Pantry while utilizing a community-centered approach to ensure equitable access and distribution of food in our community. The Food Access Administrator is responsible for overseeing day to day Food Pantry operations, supervision of staff, food supply coordination, volunteer engagement, and evaluation. Responsibilities include:

- Supervise Food Pantry staff and support the supervision of volunteers in their day-to-day work in the Food Pantry.
- Oversee the coordination of the collection, storage, rotation, inventory, and distribution of food in compliance with local health and safety codes.
- Ensure excellent customer service and in collaboration with appropriate staff, address complaints or issues expediently utilizing organization protocols.
- Monitor operation priorities around food, service, volunteers, and community engagement and collaborate with appropriate staff to make needed shifts for improvement.
- Assure the proper care and maintenance of all food service equipment and facilities.
- Coordinate food pickups and food deliveries with new and existing food donors, partner organizations, and volunteers; assist with pickups and lifting heavy food donations.
- Prepare, submit, and maintain internal and external reports/documents to properly evaluate and report on the impact of Growing Home's food distribution efforts.
- Facilitate and contribute to a community-centered, trauma-informed framework for ensuring diversity, equity, inclusion, and belonging in its work.

### **ABOUT YOU:**

- 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 some Saturdays or evenings, as needed

For a full job description, please click [here](#).

### **WHY YOU SHOULD WORK AT GROWING HOME:**

- Competitive Pay: \$48,000-52,000
- Company sponsored medical, dental and vision plans (employer pays 88% of premium for employee medical insurance; 50% for employee dental and vision insurance; 50% for dependents across medical, dental, vision plans)
- Medical and dependent care FSA
- Up to 5 hours of paid wellness time each week
- Company-paid mental health consultant
- Optional 403(b) plan with 5% match after 1 year
- Paid vacation, sick, and holiday time
- Employer paid life insurance
- Cell phone stipend
- Wellness stipend
- Positive, inclusive workplace
- Dedicated resources toward professional growth and development

Please apply [here](#). No walk-ins, please.

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