



Food Access Coordinator

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 operates a choice model Food Pantry, serving up to 35 families per shift, focusing on fresh produce and culturally relevant foods. Growing Home is seeking a bilingual (Spanish/English) Food Access Coordinator to help oversee the day-to-day operations of the Food Pantry. This role will work closely with volunteers, monitoring inventory, and ensuring a welcoming environment for our participants. The Coordinator will provide high-quality, community-centered service to our participants to ensure Growing Home maintains a consistent and responsive Food Pantry.

Other responsibilities include:

- Supervise daily cleaning, food safety, and pantry responsibilities thoroughly and efficiently
- Oversee the daily operations of Growing Home's food distribution and service delivery including food rescue, inventory and stocking, and distribution
- Establish a positive participant and volunteer experience by providing a high quality, welcoming, well kept, clean, and equitable Food Pantry
- Collaborate with Volunteer and Engagement Coordinator to establish consistent Food Pantry service and fill volunteer roles such as scheduling volunteers for food rescue, distribution, stocking, cleaning, and other roles during service
- Provide support and facilitate internal/external resource referrals to participants participating in the Food Pantry
- Conduct and monitor regular inventory, so that the pantry remains fully stocked and ready to operate each service day, and shift to ensure all participants have sufficient food choices

ABOUT YOU:

- Bilingual Spanish/English speaking and writing required
- Customer service experience is preferred
- Experience and passion for food access and justice work within a diverse community
- Ability to lift up to 40 lbs. and be mobile 4-5 hours a day
- Familiarity with Microsoft 365 products including Word, Excel, Teams, PowerPoint, and Outlook
- Valid driver's license, auto insurance, and ability to drive a large vehicle

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

WHY YOU SHOULD WORK AT GROWING HOME:

- Competitive Pay: \$42,000-44,000

- Company-sponsored medical, dental, and vision plans (employer pays 88% of the premium for employee medical insurance; 50% for employee dental and vision insurance; 50% for dependents across medical, dental, and vision plans)
- 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
- Medical and dependent care FSA options available
- Cell phone stipend
- Wellness stipend
- Positive, friendly workplace
- Dedicated resources toward professional growth and development

HOURS OF WORK AND 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 some evenings and weekends required.
- Location: Work will primarily be performed in the Growing Home offices, with some local travel required. Dependent on job duties, hybrid work locations and schedule may be permitted after a suitable period of employment.

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

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

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