



Food Inventory and Distribution Specialist JOB DESCRIPTION

POSITION/TITLE: Food Inventory and Distribution Specialist

POSITION TYPE: Full Time, Non-Exempt

REPORTS TO: Food Access Administrator

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. As a community-centered organization, we work in partnership with those with lived experience to ensure programs and services are experience-informed and meet the needs of our community. In partnership with the community, we advocate for local and state policies that will create a more thriving, healthy, and equitable Colorado.

CORE VALUES: We grow when we...Belong. Learn together. Partner with the community. Celebrate strengths and prioritize well-being. Recognize our work has impact.

GENERAL PURPOSE:

The bilingual (Spanish/English) Food Inventory and Distribution Specialist is passionate about food equity and utilizes best practices and a community-centered approach to coordinate Growing Home's food access work. This role includes supervising volunteers; overseeing day-to-day Food Pantry and distribution operations; providing high-quality, community-centered service, coordinating TEFAP activities (The Emergency Food Assistance Program), and supporting program evaluation. The Food Inventory and Distribution Specialist works closely with the Food Access Administrator and Food Pantry Driver to maintain a consistent, responsive, and community-centered Food Pantry. The Food Inventory and Distribution Specialist coordinates closely with the Volunteer and Engagement Coordinator to ensure the Food Pantry service functions well so that they can flag and troubleshoot scheduling issues together. They collaborate with other program staff and volunteers to ensure that families in need are connected to the appropriate services both at Growing Home and in the community.

RESPONSIBILITIES:

Food Pantry Coordination and Volunteer Coordination

- Oversee the daily operations of Growing Home's food distribution and service delivery including food rescue, inventory and stocking, and distribution
- Ensure participants are welcomed, assisted, and checked in each day by ensuring the check-in desk is filled daily during service hours
- 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
- Ensure compliance with all TEFAP guidelines and requirements, and ensure completion of daily tasks by end of day, including inventory management, participant application data entry, monitoring food temperatures, and other related duties
- Establish a positive participant and volunteer experience by providing a high quality, welcoming, well kept, clean, and equitable Food Pantry
- Supervise daily cleaning, food safety, and pantry responsibilities thoroughly and efficiently
- Collaborate on the creation of trainings, tools, documents, and reports for the Food Pantry protocols such as program compliance, community-centered approach, and capacity building
- Support the day-to-day work of the Food Pantry Driver

- Monitor volunteer sign-up daily to ensure proper coverage in the Food Pantry and contact back-up volunteers when understaffed
- Assist the Volunteer and Engagement Coordinator to send reminders to volunteers on the schedule for the next service day as needed
- 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
- Collaborate with the Volunteer and Engagement Coordinator to create volunteer appreciation and retention strategies
- Support in supervision and training of Food Pantry volunteers, interns, and work study students to maintain a positive and equitable environment, while keeping them informed of current organizational updates, events, and resources
- Ensure strict confidentiality is kept with participant, donor, and volunteer information
- Additional tasks as assigned

Community-Centered Approach

- Collaborate with the Food Pantry Administrator to ensure communication with participants is clear and accurate
- Provide support and facilitate internal/external resource referrals to participants participating in the Food Pantry
- Support the Impact Manager in collecting input from volunteers and participants on the effectiveness and quality of service of the Food Pantry

Partnerships, Advocacy, and Evaluation

- Participate in interdepartmental work to story bank videos testimonials and stories, with approved media/publicity release. Work with the Grant Manager as needed to share stories.
- Support the Food Access Administrator in identifying leaders among Food Pantry participants and facilitate connection to appropriate staff
- Consistently communicate with the Food Access Administrator and Operations staff to ensure a healthy and safe Food Pantry for our participants and volunteers
- Utilize data to make improvements as needed
- Provide data and reports for fundraising as needed
- Participate in site visits with partners, funders, and donors as needed

JOB QUALIFICATIONS

- Bilingual (Spanish/English) required (written and oral fluency necessary)
- Customer service experience is preferred
- Ability to give clear and direct instructions, and assist others as needed
- Experience and passion for food access and justice work within a diverse community
- Ability to stay calm under pressure
- Ability to be adaptable and flexible in a fast-paced environment
- Excellent oral, leadership, and interpersonal skills
- Ability to create a welcoming, community-centered, and inclusive environment
- Organized, efficient, and able to balance competing priorities
- Ability to lift up to 40 lbs. and be mobile 4-5 hours a day
- Team player with the ability to collaborate while operating with a high level of independence, autonomy, and trust
- 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

HOURS OF WORK AND LOCATION:

- Hours of Work: This position is full-time, 40 hours a week. Work will generally be completed Monday, Tuesday, Wednesday, and Friday, between 8:00 am – 4:30 pm, and Thursdays between 8:30 am and 5:00 pm, some evenings and weekends required)
- Location: Work will primarily be performed in the Growing Home offices, with some local travel required.

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