**Date:** July 25, 2023

**Job Title:** Weekend Food Recovery Coordinator

**Classification:** Regular, Part-time, Non-exempt

**Salary:** $31 per hour

**Application Deadline**  Open until filled

Ballard Food Bank’s mission is to bring food and hope to our neighbors because there can be enough for everyone. To achieve our mission, we provide access to nutritious foods through our grocery model food bank and Community Resource Hub, which encompasses financial resources, referral, and mail services that support self-sufficiency. We also advocate for food equity and justice. Our new home, which opened in October 2021, serves as a Hub for Hope as it brings together food, services, and community partners in a one-stop shop. The Ballard Food Bank actively strives to be an anti-racist organization and promotes the values of diversity, equity, and inclusion in its work.

**Position Summary:**

The Weekend Food Recovery Coordinator will work with a small group of volunteers at the food bank to collect perishable and nonperishable food from local grocery stores and businesses on weekend mornings, bring those donations back to the food bank, then sort and store them for use in the food bank.

 **Responsibilities:**

* Collect perishable, nonperishable, prepared, and other foods from retail stores, and other partners
* Interact professionally with staff at food donation locations
* Support volunteers as they assist with donation pick ups and sorting of products as they come in
* Maintain positive working relationships with the stores and communicate any updates
* Accurately weigh and record donations
* Follow all food-safety guidelines in handling food
* Perform spontaneous food recovery trips as needed
* Ensure smooth pick-up of donations or communicate any delays or issues that may arise
* Communicate regularly with manager to provide updates and review any issues

**Skills/Qualifications:**

* Must be able to work independently and as a team member
* Valid US driver’s license with a clean and safe driving record
* Ability to drive a 16’ box truck in urban streetscapes, prior experience preferred
* Able and willing to work flexible hours
* Must be reliable, organized and have excellent communication skills
* Prior food handling experience

**Hours:**

This is a 20 hours per week position working three days per week. Two days must be Saturday and Sunday. There is some flexibility to the third day.

**Physical demands and work environment:**

Ballard Food Bank strongly encourages vaccination against COVID-19 to keep our community safe.

While performing the duties of this job you will:

* At times must be able to lift and carry up to 50 pounds safely
* Frequent maneuvering in and out of a van or truck
* Spend most of the time on your feet

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary & Benefits**:

The starting salary range for this position is $31 Ballard Food Bank provides a comprehensive benefits package including but not restricted to: Medical, dental and vision benefits; employer-matched Simple IRA; paid vacation, wellness time, Flexible Spending Account, and holidays.

**How to apply:**

Please answer the following questions then submit your responses, along with your resume, to careers@ballardfoodbank.org with Weekend Food Recovery Coordinator in the subject line. Cover letters are optional. Please no calls or email inquiries.

1. Explain how your skills and/or experience relate to this job and will make you successful?
2. Below are Ballard Food Bank’s core values. **Please share which of these values resonates with you the most and why.**
	* Access to food is a human right, as is access to housing, education, and healthcare. Lack of access to these fundamental rights is a direct result of systemic racism and other systemic injustices that lead to poverty.
	* Every individual is worthy of respect, and we value each person’s dignity, worth, and lived experience.
	* We commit to centering relationships and meeting people where they are in the moment.
	* We strive to create a welcoming, intentionally inclusive environment.
	* We seek to include perspectives, input, and guidance from the people we serve.
	* Healthy, culturally appropriate food is critical to our community’s wellbeing.
	* We are stewards of the land. We aim to minimize our environmental footprint, promote sustainability, and support local farmers and communities to grow their own food.

**Equal Opportunity Employment:**

Ballard Food Bank is an equal opportunity employer. We seek to cultivate a staff team that reflects the rich diversity of our community. We value a team that is vibrant, inclusive and offers a place of belonging. Applicants representing the diversity of our communities are encouraged to apply. People of color, people with disabilities, people with lived experience, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.