



### **Food Access Assistant**

- Do you want to make the transition from advocating for nutritious food access a reality and work as a champion for making food a basic human right alongside other passionate-mission-driven team members?
- Do you have a powerful desire to be an integral part of building a movement to end hunger at its root causes?
- Do you want to be a part of a diverse, dedicated, smart, and passionate team that cares about your success?
- Do you want to thrive in a mission-driven environment where the work you do really matters?
- Do you want to work a four-day work week Monday through Thursday, and take Fridays to recharge?
- Do you value benefits such as an annual \$1000.00 professional development credit, medical, dental, vision healthcare plans, paid family leave, and a 401k with an employer match?

The Metro Caring Food Access Assistant must be self-motivated, with strong communication and organizational skills. They must be able to keep their composure in a stressful and often chaotic environment. They must have a desire to learn on the job and meet any challenge with a positive attitude and with the ability to hold themselves and others accountable for reaching the team's goals. This position works directly with community members to co-create an anti-hunger movement and provides a high level of personal satisfaction. Metro Caring is an impact-oriented organization, looking to pilot and scale up smart solutions while providing direct services to effect change. If you have a passion and drive for this work, and you believe that together we can end hunger at its root, we want to hear from you.

**POSITION TITLE: Metro Caring Food Access Assistant**

**REPORTING TO: Metro Caring Food Access Manager**

**LOCATION:** The Metro Caring's office is at 1100 E 18th Ave, Denver, CO 80218. Onboarding and training will take place at the office, and work will also take place onsite.

**STARTING DATE:** To be determined. We are committed to finding the right addition to our amazing team.

**COMPENSATION:** \$22.60-\$24.04 per hour, Full-time nonexempt position.

**REQUIRED QUALIFICATIONS/SKILLS/ABILITIES**

- Knowledge and/or experience working with community-based organizations (including neighborhood, religious, and civic organizations) and willingness to do outreach to community groups and leaders.
- Experience working with a wide array of individuals from diverse populations and backgrounds.
- Experience leading a team and setting direction and goals.
- Warehouse, big truck, and/or grocery store experience strongly preferred.
- Energized by interacting with people from various backgrounds and the ability to communicate with diverse communities.
- Ability to lift 40lbs throughout the shift.
- 1-2 years of food service and/or warehouse experience.
- Competency with basic computer skills.
- Bilingual Spanish, Arabic, or Mandarin speaker preferred but not mandatory.
- Ability to work up to one evening shift per week. Weekend hours may be required.
- Valid driver's license and safe driving record.

- Ability to drive safely and comfortably a 26' box truck (training provided for those without experience) for up to 50 miles a day.
- Comfort and ability to do manual labor and “dirty” work AND the ability to generate that enthusiasm with volunteers about “dirty” work tasks.
- Flexibility and ability to multi-task in a busy, service-oriented environment.
- Willingness and Enthusiasm to learn on the job.

**The Metro Caring Food Access Assistant's duties include:**

**Market and Warehouse Operations**

- Prioritize safety in all areas of the loading dock, warehouse, market, and parking lot.
- Assist with planning the daily workflow in Metro Caring’s Fresh Foods Market and warehouse.
- Ensure community members have an excellent shopping experience in the Fresh Foods Market.
- Monitor stock levels and communicate shortage or surplus to the Food Access Manager.
- Support waste, composting, and recycling programs to ensure that environmental and food safety standards are being met.
- Support with partner organization donations and relations.

**Volunteer Support & Direction**

- Serve as primary shift lead for about 30% of volunteer shifts.
- Provide leadership through clear direction and coaching for volunteers.
- Work closely with the volunteer team to ensure volunteers have the support they need to be successful.
- Implement intentional conversations to develop volunteers using a lens of diversity, equity, and inclusion.

**Community and Collaboration**

- Communicate clearly with diverse groups of people including volunteers, donors, and participants.
- Articulate and model Metro Caring’s values for volunteers and others in the Metro Caring community.
- De-escalate conflicts which may arise between individuals as needed.
- Build relationships with volunteers, donors, and participants.

**Culture of Engagement**

- Attend weekly team meetings, cross-team meetings, and monthly all-staff meetings/retreats
- Attend 50% of volunteer gatherings per week and meet and greet volunteers

***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.***

**To apply, please submit a resume and cover letter to [job@metrocaring.org](mailto:job@metrocaring.org) with “Metro Caring Food Access Assistant” in the subject line.** Please use your cover letter to communicate why you are excited to work to help build an anti-hunger movement in our community; volunteer experience is important! Priority will be given to those applicants who submit their materials by 5:00 PM on April 30, 2024.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. There may be other duties needed to drive our mission, meet our strategic goals and abide by our organization's values.

Applicants must have reliable transportation. Relocation costs are not covered by Metro Caring.

Metro Caring is an equal-opportunity employer. The organization is dedicated to building a diverse staff and encouraging applications from qualified individuals of all backgrounds. Black, Indigenous, and people of color (BIPOC), veterans, women, first-generation Americans, and those who identify as LGBTQ+ are strongly encouraged to apply.