Do you:
- Support building an anti-hunger movement in Colorado?
- Enjoy building relationships with volunteers and partner agencies?
- Enjoy working as a part of a team?
- Love executing from an idea to build a team and make a vision come to life?
- Approach your work with a racial equity lens?

Metro Caring, Colorado’s leading anti-hunger organization, is accepting applications for our Food Access Assistant to join the Food Access team. While training and onboarding will be provided, we are interested in applicants who have some of the following skills, abilities, and experience:

- 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
- Ability to implement inventory plans and operate autonomously in the warehouse
- Experience overseeing a team of volunteers and setting direction and goals with the team
- Warehouse maintenance and/or grocery store experience

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 with “Metro Caring Food Access Assistant” in the subject line, and title your documents “First Name_Last Name_FAAS”. Please use your cover letter to communicate why you are excited to work to help build an anti-hunger movement in Colorado, highlight any experience you have in a warehouse/grocery store setting, facilitating volunteer experiences, training, and delegating to others, and highlight any of the above skills, abilities, and experience above that you have. This position will be filled on an ongoing basis. Applications will be accepted until positions are filled; however, priority will be given to those applicants who submit their materials before 5:00 PM MT on August 19, 2022.

Incomplete applications will not be considered.

POSITION TITLE: Metro Caring Food Access Assistant
REPORTING TO: Metro Caring Food Access Manager
LOCATION: The Metro Caring office is located 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: TBD. We are committed to finding the right addition to our amazing team.
COMPENSATION: $21.63-$23 per hour, part-time, nonexempt annual salary. Metro Caring offers a fulfilling workplace and comprehensive benefits package, including: joining a diverse, passionate, enthusiastic and collaborative team; annual professional development options, 60 hours per year of paid time off; paid sick leave; paid holidays; 401K retirement plan with a 5 percent employer-paid match.

REQUIRED QUALIFICATIONS/SKILLS/ABILITIES
• Energized by interacting with people from a variety of backgrounds and the ability to communicate with diverse communities
• Ability to engage groups of people and motivate others
• Ability to work autonomously, highly motivated and a self-starter
• Ability to lift 40 lbs repeatedly throughout the shift
• 1-2 years foodservice and/or warehouse experience
• 1 year experience in a leadership role (paid or volunteer)
• Bilingual Spanish, Arabic or Mandarin speaker preferred
• Able to work Tuesday evenings on a regular basis; other evening or weekend hours may be required
• Valid driver’s license and good driving record
• Ability to drive safely and comfortably a 24’ box truck (training provided)
• Comfort and ability to do manual labor and “dirty” work AND the ability to generate that enthusiasm with volunteers
• Flexibility and ability to multi-task in a busy, service-oriented environment

The Metro Caring Food Access Assistant duties include:

Market and Warehouse Operations
• Responsible for supporting the daily workflow in the market and warehouse.
• Develop and implement best practices for market and warehouse management and maintenance
• Prioritize safety in all areas of the loading dock, warehouse, market and parking lot
• Support the home delivery process and workflow
• Support with partner organization food distribution
• Assist with planning the daily workflow in the Metro Caring’s Fresh Foods Market and warehouse
• Support in the development and implementation of best practices for market and warehouse management, maintenance and organization.
• Ensure that community members have an excellent 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

Volunteer Management
• Serve as primary shift supervisor for about 30% of volunteer shifts
• Provide supervision, clear direction and coaching for Food Access volunteers
• Implement intentional conversations to develop volunteers using a lens of diversity, equity, and inclusion
• Design and execute ongoing training to give Food Access volunteers the tools to excel in their roles
• Work closely with the volunteer team to ensure volunteers have the support they need to be successful

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
• Working closely with the Food Access Manager and the Food Access team to implement and execute policies and procedures in the food access department

Culture of Engagement
• Attend weekly team meetings and monthly all-staff meetings/retreats
• Attend 50% of volunteer gatherings per week and meet and greet volunteers
• Articulate and model Metro Caring’s values amongst staff, volunteers and others in the Metro Caring community
The Metro Caring Food Access Assistant must be self-motivated, with strong communication and organizational skills. They must be able to keep composure in a stressful environment. They must have a desire to learn on the job and meet any challenge with a positive attitude with the ability to hold yourself and others accountable for reaching goals.

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 the goal of building a diverse staff and we encourage applications from qualified individuals of all backgrounds. Black, Indigenous, and people of color (BIPOC), veterans, women, first generation Americans, and those that identify as LGBTQ are strongly encouraged to apply.

Note: Only those who have been selected for an interview will be contacted following submission of application materials.