Job Description:
Collections Coordinator at Soil Cycle (a program of Food to Power)

Food To Power, formerly known as Colorado Springs Food Rescue (CSFR), is a 501(c)3 nonprofit organization working “to cultivate a healthy, equitable food system in the greater Colorado Springs community” through programming in food access, education and production that focus on youth leadership and equitable community development.

As part of Food To Power’s Food Production Department, Soil Cycle is a people-powered food scrap collection and composting program whose purpose is to “reduce waste, regenerate soil fertility and reconnect with the life-death-life cycle of food.”

We are strongly committed to equity in its policies, practices, and programs. People of color, women, LGBTQ-identifying, individuals with disabilities and veterans are encouraged to apply.

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<tr>
<th>Job Title: Collections Coordinator</th>
<th>Reports To: Compost Operations Manager</th>
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<tr>
<td><strong>Summary:</strong> Collections Coordinator is responsible for running food scrap collection operations including pickup and dropoff, equipment and supply maintenance and customer service. As an entry level position in a growing organization, the Collections Coordinator may have room to grow in areas like composting, construction, product development, farming, youth leadership development, food rescue, access or education.</td>
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<td><strong>Department:</strong> Food Production Department</td>
<td><strong>Pay Type:</strong> PT 15-25 hours/week</td>
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<td>starting at $15/hour</td>
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<td><strong>Eligible for Overtime:</strong> <em>x</em> Yes __No</td>
<td>If no, check type of exemption: __Professional __Executive __Administrative</td>
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**Essential Duties & Responsibilities**

- You are responsible for collecting our members’ food scraps, including:
  - Planning the routes, using a platform called StopCheckr
  - Driving up to five 4-hour shifts per week
  - Fulfilling orders for bags, buckets and other products
  - Logging route data on StopCheckr
  - Providing customer service, via email and phone
● You are responsible for maintaining equipment and supplies
  ○ Washing bins every week
  ○ Tracking inventory
  ○ Stocking and using sanitary supplies
  ○ Ensuring regular maintenance of truck
● You are responsible for being for a team player
  ○ Attending weekly check ins and team meetings
  ○ Answering emails/calls/texts reliably
  ○ Bringing your full self to the team, including a positive attitude, values, vulnerability, self-care, mutual respect, question-asking, problem-solving, connection-making, bold vision and collaborative leadership

**Character Attributes and Experience**

● You are physically able to move and lift heavy bins, repetitively
● You are a savvy driver, even in variable weather conditions. Must be traffic-aware and safety-oriented.
● You have no problem handling food waste that may be stinky, mushy, gooey, etc.
● You are diligent and detail-oriented. Nothing slips by you.
● You are a people-person; excited to interact with members and positively represent Food To Power out in the community.
● You are excited about the pace and possibilities of a startup environment. You are flexible in the face of uncertainty and change.
● You are interested in some of the following: composting, urban agriculture, food systems, community development, social and environmental justice.

**Requirements**

● Must be able to lift up to 100 lbs on a regular basis
● Must be able to successfully complete a background check based on company’s guidelines.
● Must be comfortable in Google Suite (Google Docs, Sheets, Maps, etc.) and be able to quickly learn new software.
● Must be a licensed driver.

**Compensation & Benefits:** This is a paid part-time position starting at $15 per hour. Hours may range between 10-25 hours a week. Paid time off available on an accrual basis. Holidays and election days off and other familial/health obligations can be accommodated with prior notification.