



Food Recovery Specialist Job Description

Position:	Food Recovery Specialist
Supervised by:	Warehouse Manager
Department:	Food and Nutrition
Classification:	Part-Time (32 hours/week)
Position Status:	Non-Exempt
Location:	Warehouse/Farm– Grants Pass
Range/Salary:	\$15.50
Benefits:	Sick Leave, Paid Holidays, and PTO

\$500 Bonus after 6 months of positive work experience

Job Purpose:

Are you passionate about feeding your community? Do you want to be an active participant in reducing food waste in Southern Oregon? Our Food Recovery Specialist is responsible for our Fresh Alliance program - a food waste reduction program that rescues food from local grocers to re-distribute to our friends and neighbors in need.

In 2021, our Food Recovery Specialist rescued over 400,000 pounds of perfectly “imperfect” food from our Fresh Alliance network! This includes, meats, produce, dairy, shelf stable goods, and more – all items that nourish our community.

This position is responsible for pick-ups of food from donors and delivery to recipient agencies. Assists in the scheduling of truck routes and collaborates with staff to meet program needs. Communicates equipment and truck maintenance needs, cleans vehicles, and provides other related program support duties. This role is physically active and requires lots of walking, bending, carrying, and lifting. An adherence to food safety standards is an absolute must.

Duties, Tasks, and Responsibilities:

- Conducts pre-trip vehicle inspections on trucks.
- Complete daily time and temperature logs at each pickup.
- Make pick-ups according to the established schedule.
- Delivers product and equipment to local agency sites and distribution centers.
- Follows current food safety procedures for food handlers.
- Assists with local food drives and other special events as needed.
- Performs daily cleaning of vehicles, inside and out.

- Regularly cleans and sanitizes food recovery containers and other relevant equipment weekly.
- Performs other duties as requested by the Warehouse Manager or Executive Director.
- Responds to calls from food donors and food program staff for both scheduled and unscheduled pickups.
- Receives and responds to calls from donors, program staff, and agency recipients in a timely manner.
- Maintains and interprets accurate written and electronic records of food donations, deliveries, mileage, etc.
- Attends agency and donor meetings when required.
- Trains new food program drivers when needed.
- Weekly routine maintenance and communicates truck maintenance needs to Warehouse Manager.
- Saturday Pop-up Pantry.
- Performs other duties as assigned.
- Sorting and Organizing Fresh Alliance foods.

Skills, Knowledge, and Abilities:

- Ability to set and meet goals, prioritize, plan, and manage work independently.
- Community-minded with strong relationships or “people” skills.
- Capable of following written and oral directions.
- Excellent organizational skills with the ability to maintain daily records.
- Adept at facilitating conversations, navigating conflict, and building consensus towards solutions.
- Communicates effectively and respectfully with people from different racial, ethnic, and cultural groups and/ or different backgrounds and lifestyles; demonstrate a knowledge of and sensitivity to their needs.
- Basic knowledge of vehicle maintenance.
- Ability to maintain a daily schedule of stops and react positively to unscheduled changes in a routine.

Qualifications:

- High School Diploma or GED
- Be able to work a flexible schedule to meet the demand of partner agencies.
- Ability to obtain a forklift certification within 90 days of hire.
- Achieve Food Handlers certification within 30 days of hire – maintain certification throughout employment.
- Accurately conveys information verbally and electronically in a timely manner to other food program staff, donors, and agencies.
- A minimum of 1-year of experience in safely driving a delivery vehicle preferred and experience with vehicles rated up to 19,500 GVW (Preferred - No CDL required)
- Experience in food handling (Preferred)
- Before date of hire and throughout employment:
 - Must possess or able to obtain and retain valid Oregon driver’s licenses.
 - Proof of current auto insurance. Must provide current liability insurance.

- Pass a background check.
- Access to reliable transportation required.
- This position will frequently maintain standard workplace hours; however, early mornings, weekday evenings, and weekend hours may be required.
- Food Handler's Card within 30 days

Position Details:

- This position will frequently maintain standard workplace hours; however, early mornings, weekday evenings, and weekend hours may be required.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee and the job duties and responsibilities and activities may change at any time with or without notice.
- JCFB is an alcohol and drug-free workplace and a tobacco-free work environment.
- Josephine County Food Bank is an Equal Opportunity Employer and provider

Physical Demands:

- Duties are performed indoors in an office environment and outdoors in various settings.
- Duties require extended periods of standing, walking, sitting, and talking or hearing.
- Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling.
- Weights up to 50 pounds are encountered daily.
- Reading materials and verbal instructions encountered in this position require complex interpretation.
- Must be able to transport oneself to work-related meetings, workshops, conferences, etc.
- This position is rated as very active and requires constant lifting, up to 50 pounds. Frequently defined as lifting, pushing, or transferring up to 5,000 pounds per day in total.
- Daily kneeling, stooping, bending, lifting, and climbing into and out of a delivery truck.
- Withstand exposure to adverse weather conditions (Snow, rain, hail, heat)
- Active listening while operating machinery (Truck, forklift, jack)