

Senior Distribution Assistant

Fort Lupton



Location: Weld Food Bank, Ft. Lupton Office (220 Denver Ave, Ft. Lupton, CO 80621)

Department: Programs

Reports To: Senior Outreach Distribution Coordinator

Hours: Tuesdays from 8:00 AM to 4:00 PM, with an additional 4 hours per week allocated for outreach and virtual meetings, for a total of 12 hours per week.

Application Deadline: March 15, 2025

Compensation Range: \$17-\$19 per hour

Position Overview

The Senior Distribution Assistant at Weld Food Bank's Ft. Lupton office is a key support role in assisting with outreach and distribution activities specific to this community. This position ensures the efficient delivery of services to neighbors, contributing to Weld Food Bank's mission of addressing food insecurity in Ft. Lupton and surrounding areas. You will work directly with the Senior Outreach Distribution Coordinator to ensure that all distribution efforts run smoothly and effectively.

Key Responsibilities

Adherence to Weld Food Bank's Core Values

- Uphold the organization's core values in all activities.

Distribution Coordination and Data Management

- **On-site Distribution (Ft. Lupton Office):** Prepare carts and packages for food distribution at the Ft. Lupton site, ensuring neighbors receive necessary items.
- **Home Delivery Coordination:** Coordinate home deliveries specifically for Ft. Lupton's CSFP (Commodity Supplemental Food Program) neighbors.
- **Delivery Preparation:** Prepare items for homebound deliveries and assist with DoorDash distributions for the Ft. Lupton service area.
- **Record Maintenance:** Maintain and update accurate records for neighbors within the Ft. Lupton area.
- **Data Compilation:** Assist in compiling and analyzing CSFP data for reporting purposes and offer recommendations for improving services at the Ft. Lupton site.
- **Courtesy Calls:** Contact neighbors on the no-show list to ensure continued service.
- **Compliance:** Ensure all activities meet the standards of AIB, USDA, CDHS, and Feeding America, specifically tailored to the Ft. Lupton operations.
- **Supervise Volunteers:** Oversee and guide volunteers, ensuring proper training on food safety, distribution, and compliance. Assign tasks, monitor performance, and maintain a positive, efficient team environment.

Certification and Outreach

- **Certification:** Conduct certifications for new neighbors and recertifications for existing neighbors in the Ft. Lupton area.

- **Outreach:** Visit senior sites in Ft. Lupton and nearby communities to distribute flyers, brochures, and connect neighbors to services. Participate in mobile food pantries and community outreach events in the area.

Team Development and Mission Support

- **Mission Promotion:** Actively promote and embody Weld Food Bank's mission within the Ft. Lupton community.
- **Collaboration:** Work with volunteers to maintain a clean, safe, and positive environment.
- **Additional Duties:** Assist with additional tasks related to the senior distribution program.
- **Health & Safety Compliance:** Ensure the Ft. Lupton distribution site meets health, sanitation, and safety standards.

Work Area Maintenance

- Maintain a tidy, organized work area at the Ft. Lupton office by promptly removing boxes and materials.
- Complete and record cleaning, temperature checks, and pest control logs to meet operational standards for the Ft. Lupton site.

Physical Demands

- Ability to bend, lift, and carry items up to 40 pounds.
- Operate a manual pallet jack, with training provided.

Required Qualifications

- Bilingual in Spanish (preferred).
- Valid state-issued driver's license and reliable transportation are required to perform outreach activities in the community.

Additional Information

This job description provides an overview of the key responsibilities specific to the Ft. Lupton location and is not intended to be an exhaustive list of all tasks. As needs evolve, additional responsibilities may be required.

Equal Opportunity Employment

Weld Food Bank is an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, veteran status, or any other characteristic protected by law.

Accommodations

Weld Food Bank is committed to providing reasonable accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). If you require accommodations during the application process or in performing essential job functions, please notify us.

Background Checks

Employment at Weld Food Bank is contingent upon the completion of background checks, including criminal history, employment history, and education verification, as applicable.

At-Will Employment

Employment with Weld Food Bank is at-will, meaning either the employee or the organization may terminate the employment relationship at any time, with or without cause or notice.

Commitment to Mission

Weld Food Bank is dedicated to supporting the community through food security initiatives. We are seeking individuals who are passionate about serving the community and contributing positively to our mission. We appreciate your interest in supporting Weld Food Bank's mission.

Updated: February 2025

If you're interested in contributing to this dynamic organization, please submit your current resume and cover letter confidentially to nicholas@weldfoodbank.org.