



## **Job Description**

### **Food Delivery Coordinator – Warehouse Operations**

**Benefits in Action** is a non-profit organization in Colorado dedicated to the understanding, access, and utilization of health-related benefits to enhance health and wellbeing of those in the community. In 2020, Benefits in Action provided services to more than 5400 individuals by assisting them with Medicaid, Medicare, Connect for Health, Food Assistance and Delivery, and Mental Wellness services.

#### **About the Role:**

The Food Delivery Coordinator – Warehouse Operations will work with Benefits in Action staff and volunteers and our warehouse partners to implement our food delivery program. This position will work primary in our warehouse and will be responsible for working in the warehouse for any task that needs completion such as picking/packing boxes, organizing, cleaning, shipping/receiving and re-packaging as needed. You will work together with volunteers and staff to pack and deliver food to those in need. The position may also make food deliveries to households in Jefferson, Denver, Adams, and Arapahoe counties.

#### **Duties/Responsibilities:**

- Organize and move inventory, working closely with our warehouse partners and our food delivery coordinator
- Move inventory around the warehouse using pallet jacks, dollies, and manual lifting
- Be prepared for, greet, supervise, and provide a positive volunteer experience for all volunteers – whether individuals or groups
- Communicate and coordinate with warehouse partners and Benefits in Action staff and volunteers.
- Follow warehouse and food safety protocols at all times
- Other duties as assigned.

#### **Requirements:**

- **Positive attitude and self-motivation critical**
- Strong communication and delegation skills

- High school diploma or GED
- Ability to lift 40lb. regularly and safely
- Delivery driving and customer service experience preferred.
- Vehicle in good operating condition – mileage reimbursed

**COVID-19 considerations:**

Standard PPE and Social Distancing practiced.

**Education and Qualifications:**

- Driver's license and clean driving record
- Preferred: Delivery driving one year
- Demonstrated experience working with diverse populations
- Basic Computer skills and program proficiency

**Position Type/ Work Schedule:** This is a part or full-time, hourly position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Benefits in Action.

**Compensation & Benefits:**

- Starting wage is \$17.00-\$19.00 based on experience
- A competitive benefits package will be provided

**Eligibility Requirements:**

- This is a grant funded position to address the COVID-19 pandemic
- This position can last between 3-6 months
- You must meet certain eligibility requirements which include having been laid off through no fault of your own or being unemployed for 27 weeks or longer

**To apply complete the information in this link <https://forms.jeffco.us/lkukreja/temporary-job-application>**

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