



COMMUNITY SUPPORT ASSOCIATE JOB DESCRIPTION

Position Summary: The Community Support Associate position is a full time position (32 hours, 4 days/week) responsible for warehouse upkeep and organization, food sorting, food safety, driving a cargo van on assigned pickup and dropoff routes, communicating and interacting with the public at our distribution sites, and general warehouse labor. We operate 7 days per week. This position is subject to work some weekend days.

What We Do: Urban Gleaners' collects delicious, fresh food before it can go to waste and we get it to children and families who need it. We pick-up high-quality and wholesome food from more than 100 local food donors, including restaurants, grocery stores, corporate campuses, event sites, colleges and universities, farms, and food wholesalers. At our Central Portland warehouse we sort and package the donated food. We then deliver this food to sites in the Portland Metro and Beaverton areas where families can take home free and nutritious free food for home consumption; these are hosted at local schools, parks and apartment complexes. We feed more than 8,000 people each week.

Equity is Essential:

We understand the deeply rooted systemic causes of inequitable access to nutritious food - equity and equal opportunity are crucial to the success of our team and our program. We encourage Black, Indigenous, and people of color, women, LGBTQ+ people, and applicants from different generational and economic backgrounds to apply. We are committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Essential Job Duties (to include, but not limited to):

- **Warehouse & Additional Responsibilities**
 - Maintain First-In, First-Out system (food backstocking)
 - Manage incoming and outgoing food. This includes: unloading, weighing, sorting, repacking, clean up
 - Assist in maintaining a clean, efficient and organized warehouse
 - Volunteer coordination, as needed (help our volunteers feel welcome and supported and give direction and oversight)
- **Food Pickup & Delivery Routes**

- Pick up and deliver food according to schedule, keeping contacts informed of schedule changes or delays
- Check in with food donors and site coordinators to pass on information to the Sustainability and Operations Manager and Program Manager
- Independently put together deliveries based on site size, food preferences, food on hand, day's schedule of other deliveries
- Stay on site to manage food distribution and volunteers when necessary

Requirements:

- Clean driving record
- Ability to lift and maneuver up to 50lbs repeatedly. This is an action packed job that is physically demanding
- Knowledgeable about safe food practices and comfortable handling all food. If you do not already have your food handlers card, you will be asked to obtain it
- Must be able to send and receive texts and use Google Calendar remotely (you will receive a cell phone stipend)
- Excellent interpersonal and communication skills with attention to details. There are lots of moving parts to what we do; it is important to stay in communication with the staff
- Proven track record of prioritizing, multitasking, effective problem solving, and delegating
- Must be a self-starter who takes initiative
- Must be a team player, food lover, and maintain a positive outlook

Bonus Qualifications:

- Multilingual
- Experience with non-profit and volunteer-run programs serving a diverse population
- Familiarity with hunger and poverty in the Portland Metro area, including Washington County

Benefits

- This position starts at \$25 per hour
- Full time employees are eligible for cell phone stipends, PTO, Medical/Dental Coverage, Wellness Days, Floating Holidays and Parental Leave after probationary period

This position is Union Eligible and is represented by ILWU Local 5

To apply: Please email resume and any supplemental information (cover letter, etc.) to info@urbangleaners.org with the subject line "Community Support Associate". Professional references will be requested during the interview process.