



Job Title: Food Distribution Associate

Job Summary

Seeds of Hope, the food justice ministry of the Episcopal Diocese of Los Angeles, works to address food insecurity by putting farm-fresh produce directly into the hands of those who otherwise could not afford it. We currently serve more than 30,000 households per week in over 100 communities across six Southern California counties through a network of urban farms, food pantries, meal programs, and nutrition education/healthy cooking classes providing over 10 million servings of fresh fruits and vegetables annually to our neighbors in need. Seeds of Hope is committed to our mission of pursuing food justice - equal, affordable access to healthy, nutritious food. The COVID-19 crisis has dramatically increased the number of households struggling with food insecurity and we are increasing our capacity to respond. The Food Distribution Associate position will be an essential part of the team getting this healthy, nutritious food to more families in need in Los Angeles and surrounding counties. Seeds of Hope is committed to upholding values of equity, diversity, and inclusion at every level of our work.

Job location: Hollywood, CA; Los Angeles County

Position Overview

Seeds of Hope is seeking a person who is passionate about helping others, is motivated to work in a fast-paced and changing environment, and is committed to our vision of creating equitable and healthy communities. The Food Distribution Associate will report to the Food Distribution Project Coordinator. The Associate will be responsible for conducting produce distribution by transporting produce to assigned sites as well as produce pick-ups from the Seeds of Hope Hollywood Food Hub and the Food Forward Depot in Bell. The Associate will also be responsible for accurately documenting produce quantities and submitting data to the Project Coordinator for reporting purposes. The Associate is expected to provide great customer service, keep in constant contact with the Food Distribution team, and submit produce tickets and delivery receipts daily. The Associate will also assist with loading and unloading trucks and moving palletized produce around at the Hollywood Food Hub using a forklift and pallet jack. We work with donated produce, which sometimes requires sorting. The ideal candidate is willing to sort out rotten produce while maintaining a positive attitude. The Associate will assist with bagging produce and participate in large produce distribution events. The ideal candidate is a skilled driver, communicator, critical thinker, and able to demonstrate strong decision-making and time management skills. We are a small team and work closely with each other to meet responsibilities. The Associate must enjoy both working with others and working alone if necessary. The Associate will typically work an 8-hour day, but our work schedule varies daily. Some days we start as early as 5:00am and some days we work until 6:00pm. From time to time there will also be work on weekends. We are seeking someone who is willing to work a flexible schedule.

Responsibilities and Duties

- Load and Unload produce donations
- Breakdown bulk produce pallets and organize mixed produce pallets
- Document lbs./quantities of produce per donation site
- Ensure proper food handling and safety protocols are followed
- Move produce in and out of the refrigerated containers
- Handle and sort through rotten produce
- Bag produce and work large distribution events with the team
- Complete pick-ups and deliveries in a safe and time efficient manner
- Perform other duties as assigned

Qualifications and Skills

- Produce handling experience; desired
- Familiarity with Microsoft Word, Excel, and Google Drive
- Current experience driving 16ft (or larger) box truck with a lift gate
- Valid Class C driver's license and clean driving record
- Bilingual, Spanish and English
- Ability to operate heavy equipment such as: Forklift, Pallet Jack, and Electric Pallet Jack
- Must be willing to work flexible schedule and early hours
- Volunteer or work experience in a food bank/food pantry; a plus
- Enthusiastic, team player, dedicated, takes initiative, and is a good problem-solver

Physical Requirements

- Repeatedly lift and carry materials weighing up to 70 pounds.
- Ability to sit, stand, walk, climb stairs and ladders, bend, lift, twist, kneel, crouch, crawl, pull, push, carry, grasp, reach and stoop as needed.
- Work both indoors and outdoors in variable weather conditions

Salary and Benefits

Salary: \$36,400 per year; Full-time (non-exempt)

Benefits:

- Insurance (Health, Vision, Dental, Hearing, Pharmacy, Behavioral Health, Life, Disability, Workers Comp, and Unemployment)
- Pension
- Paid Vacation
- Paid Holidays
- Paid Sick Leave
- Paid Parental Leave
- Paid Bereavement Leave
- Paid Jury Duty or Witness Leave
- Paid Voting Leave
- Paid Birthdays off

How to Apply: Send a cover letter and resume in PDF format to enieves@ladiocese.org. Include the job title in the subject line.