Project Angel Heart seeks
Delivery & Meal Inventory Assistant

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals and promoting the power of food as medicine throughout Metro-Denver and El Paso County

Position Summary: Organizes and stages prepared meals for agency programs, communicates inventory needs to kitchen staff, delivers meals around Metro Denver, Boulder, and Brighton areas, prepares shipments for Meals for Care Transitions (MCT) program, completes other supporting distribution duties for meal programs and research projects

Amount of Time and Status: Non-exempt, 40 hours per-week, Monday through Friday required

Reports to: Lead Logistics Officer

Essential Duties/Responsibilities Include:

- Maintain inventory of prepared meals in bulk freezer, organized by dietary restrictions
- Deliver meals via refrigerated van multiple days per week as necessary
- Prepare Meals for Care Transitions meal shipments for delivery by FedEx
- Oversee packing shift volunteers, ensuring meal bags are properly packed and sorted, including the appropriate modified meals for each client, as necessary
- Serve as backup for packing shifts and meal deliveries, as needed
- Conduct client surveys in person as needed for variety of programs and research projects
- Other duties as assigned

Required Qualifications:

- Passion for volunteerism, community engagement, and Project Angel Heart’s mission
- Excellent organizational and math skills, outstanding attention to detail
- Demonstrated warehousing, inventory, and logistics skills
- Exceptional customer service skills
- Knowledge of the metro-Denver area relative to routing & delivery planning
• Dependability and reliability with strong time and task management skills in a fast-paced environment
• Proficient in Microsoft Word and Excel, comfortable learning new programs
• Willingness and ability to maintain confidential information and establish and maintain boundaries
• Willingness and ability to work with and honor diverse populations
• Willingness to work the day before and/or the day after a holiday
• Exceptional problem solving skills; must show solution-oriented initiative
• Valid Colorado driver’s license with good driving record
• Own reliable transportation required

Working Environment/Physical Activities:
Distribution work environment is varied with time spent in an industrial kitchen, a walk-in freezer and cooler, driving a refrigerated van, and an office setting. Physical activities include standing for an undetermined amount of time, pushing carts and carrying bags or trays in and out of a walk-in freezer or various vehicles, driving a vehicle on a regular basis, moving meal racks or agency materials up to 75 pounds, loading and unloading materials in and out of vehicles, carrying bags from vehicle to client residences, sitting at a desk and working on a keyboard and computer, conducting business over the telephone and via email

Compensation:
Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience

Application Procedure:
Qualified candidates should submit resume and cover letter via email only to jobs@projectangelheart.org. Please, no phone calls. Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Qualified candidates who bring such diversity are encouraged to apply. Target start date: Immediately