



Project Angel Heart seeks Distribution & Nutrition Services Assistant

Our Purpose: Our vision is for all Coloradans living with severe illness to have access to nutritious food that supports their health and well-being, to that end, we compassionately deliver comfort and support through high-quality nutrition services, including medically tailored meals, while advocating for the principles of “Food is Medicine”

Position Summary: Supports the distribution of meals by delivering meals to clients’ homes throughout Boulder and Denver metropolitan regions, preparing meals for shipments, overseeing weekly packing process (completed by volunteers), and transporting meals from Denver to satellite distribution locations throughout Colorado’s Front Range (as necessary). Position will also support the dish-up, organization, and inventory of meals.

Amount of Time and Status: Non-exempt, 30 hours per-week, Tuesday- Saturday

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. Compensation is \$20.00/hour.

Reports to: Distribution & Delivery Manager

Essential Duties/Responsibilities Include:

- Delivering meals to clients’ homes via agency’s refrigerated van
- Packaging meals for shipments via FedEx
- Optimize and adjusts routes for weekly deliveries using routing software
- Overseeing meal packing shift staffed by volunteers, ensuring meals are properly packed, sorted, and staged
- Oversees and directs volunteers in the dish-up of meals, cleaning, and sanitizing duties, while also providing dedicated oversight/quality assurance of yields and appropriate meal modifications
- Accurately sorts meals into dietary groups in preparation for distribution
- Serve as backup for staging and leading meal distribution and deliveries in Denver, Colorado Springs, or Pueblo, as necessary
- Transport meals and other agency materials via agency’s refrigerated truck (26’; CDL not required) to satellite distribution locations throughout the Front Range
- Other duties as assigned

Required Qualifications:

- Passion for volunteerism, community engagement, and Project Angel Heart’s mission
- Excellent organizational and logistics skills, outstanding attention to detail
- Exceptional customer service skills

- Dependability and reliability with strong time and task management skills in a fast-paced environment
- Experience driving a box truck preferred
- 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 diverse populations
- 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 or box truck, 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

Application Procedure:

Qualified candidates should submit resume and what appeals to them about this job and/or Project Angel Heart's mission 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

Effective 9/20/2021, Project Angel Heart requires all staff to be vaccinated against COVID19. Applicants will be asked to show proof of vaccination.