



Project Angel Heart seeks Distribution/Delivery Assistant

Organizational Mission: 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 also advocating for the principles of “Food is Medicine.” This year, we will prepare and deliver more than 800,000 meals to more than 5,000 people living with cancer, heart failure, HIV/AIDS, and other illnesses.

Position Overview: This position delivers meals, supports volunteers packing meals, prepares and packs meal shipments, organizes weekly paperwork, and completes other supporting distribution duties for home-delivered and shipped meal programs

Amount of Time and Status: Monday – Friday, 40 hours per-week, non-exempt

Reports to: Distribution Manager

Essential Duties/Responsibilities Include:

- Oversees volunteers packing meals to be distributed to clients
- Delivers meals via refrigerated van as necessary Monday-Friday
- Prepares meal shipments for delivery by FedEx
- Packs diet-restricted meals and sides for home delivery
- Re-sorts and organizes freezer, cooler, and dry storage areas on a regular basis
- Assists clients with bringing meals inside or helping put food away when needed
- Monitors, records, and maintains temperature logs for refrigerated vehicles, freezers, and coolers
- Assists with packing and staging special diet, seasonal, or holiday meals
- Performs light cleaning and organization of loading dock, staging areas, and storage spaces
- Communicates with Client Services department via phone or email regarding Deliveries
- Serves as backup for other distribution tasks, as needed
- Helps troubleshoot and perform light maintenance on distribution equipment such as carts and dollies
- Follows all required Personal Protective Equipment (PPE) protocols
- Other duties as assigned

Required Qualifications:

- Passion for volunteerism, community engagement, and Project Angel Heart's mission
- Dependability and reliability with strong time and task management skills in a fast-paced environment
- Exceptional customer service skills, 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

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 in 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 including dock-high truck entrances, 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 to clients' residences, conducting business over the telephone and via email, sitting at a desk and working on a keyboard and computer.

Compensation:

Project Angel Heart offers competitive benefits, including generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Starting salary is \$21.00-\$22.00/hour.

Application Procedure: Please submit resume and cover letter via email only to jobs@projectangelheart.org. 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. Please, no phone calls.