

Offsite Distribution Specialist

Department:	Operations
Reports To:	Offsite Programs Manager
Status:	FT, Non-Exempt
Hiring Pay Range:	\$20.00 to \$22.00 per hour
Performance Measure:	Quarterly Task Oriented Scorecard

Job Summary

The Offsite Distribution Specialist (ODS) works under the direction of Offsite Programs Manager (OPM) providing support in all facets of the Offsite Distribution Programs with operational and programmatic tasks. The primary responsibility is to provide designated support to the day-to-day operations of Offsite Programs. Under the guidance of the Offsite Programs Manager, this position interacts with the community, our participants, volunteers, and partner organizations on a regular basis and is required to have excellent customer service skills. This position also works closely with people in other departments. In the warehouse, the ODS will assist with all duties required to maintain the warehouse, help manage inventory (physically), and support the operations department in a multitude of different ways including agency deliveries, receiving incoming shipments, food/product and cleanliness of the warehouse.

This position spends roughly 90% of the time working in our warehouse and at offsite distributions, and the other 10% in the office. Time in the warehouse involves bending, lifting, moving pallets, electric jacks and driving vehicles.

Candidate is preferred to have proficient database and Microsoft Excel skills.

Essential Responsibilities

Operations

- Assists the Offsite Programs Manager with order creation. Completes product pulling, staging, and loading tasks for Offsites Distributions.
- Ensures all products for offsite distributions are accurately pulled, delivered on time, safely distributed, and properly brought back into the CFS inventory/warehouse.
- Coordinates logistics with the offsite distributions to ensure all offsite distributions are adequately staffed and safely distributed.
- Ensures that all orders are correctly pulled, and that the quality of the product is sufficient for distribution and provides equitable amounts of food to participants.
- Completes physical inventory of returned product within a timely manner.
- Demonstrates safety in use of manual/electric pallet jacks and other warehouse equipment.
- Drives to assigned offsite program sites on designated days.
- Successfully utilizes SIMC (Service Insights) software to handle neighbor intake and registration at all offsite distributions.
- Works with the OPM and Volunteer Department to ensure adequate staff and volunteer coverage for offsite programs. Gives feedback on effectiveness of volunteer support. For scheduling purposes, provides number and type of volunteer roles needed in a timely manner. Notifies the Volunteer Supervisor/and or Volunteer Coordinator(s) of any changes needed with volunteer support.
- May provide additional support across the operations department on an as needed basis.

- Works closely with volunteers to setup/breakdown distribution site and during distribution of food product. Creates a welcoming environment for volunteers and clearly explains program operation and safety rules, ensuring offsite programs operations are carried out safely and efficiently.
- Will be required to serve as backup truck driver to deliver/collect food from agencies and donors.
- Maintain cleanliness in the warehouse and assist with any daily, weekly, or monthly cleaning tasks assigned by the Director of Operations and/or Warehouse Manager.
- Follow established safety guidelines to ensure the safety of co-workers, volunteers, and visitors.
- Follows safe food handling procedures.
- Performs other warehouse duties when needed to support the entire effort of the Operations department, and/or Community Food Share.

Program Administration

- Demonstrates exceptional interpersonal relationship skills with diverse participants.
- Keeps all participant information and data confidential.
- Enforces program guidelines for participants, staff, and volunteers.
- Serves as the point person for participant customer service, intake, applications, and check in.
- Provides and prioritizes excellent customer service through creating a warm, welcoming, and inclusive environment to all participants who visit Community Food Share.
- Able to speak about Community Food Share's distribution programs proficiently.
- Maintains strong internal communications with operations staff and other Community Food Share departments.
- Participates in all staff meetings, operation huddles and in-service days.

Culture

- Promotes collaboration and communication among all Community Food Share staff to ensure successful program implementation and ongoing program support.
- Considers the benefits and consequences to their peer team before acting, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization.
- Ensures own work is accurate and timely. Operates with a culture of accountability while maintaining customer service to donors, participants, volunteers, and other stakeholders — external and internal — as a priority.

Travel

- Travel locally in service area will be required, as well as occasional overnight travel for events and conferences.
- Driving Community Food Share vehicles and trucks and operating electric jacks is required in this role.

The above is a fair representation of the duties and responsibilities for this position but is not meant to be all inclusive. Other duties may from time to time be assigned at the discretion of the Offsite Programs Manager and the Chief Operations Officer.

Qualifications & Skills

Alignment with Community Food Share's mission and a compassionate appreciation for hunger issues are essential to the successful performance of all responsibilities. The requirements listed below are representative of the knowledge, skills, and/or abilities required to successfully perform the essential functions of this job:

Education and Experience

- High School diploma or general education degree (GED) required, associate degree or bachelor's degree in business, management, distribution, or other related field of study preferred. Significant experience may be a substitute for education.
- One (1) to three (3) years' experience and/or training in an office, retail, or warehouse environment preferred.
- Customer service experience required.
- Experience supervising staff and/or volunteers strongly preferred.
- Fluency in Spanish and English strongly preferred.
- Medium-duty truck experience is preferred.
- Forklift and/or power equipment is preferred.
- Must possess a valid Colorado Drivers' license and maintain an acceptable MVR.

Skills and Abilities

- Planning and staging product.
- Ability to keep up in a fast-paced, physically demanding environment.
- Ability to communicate effectively and professionally with stakeholders, volunteers, and other employees.
- Competent data entry skills and database management skills.
- Ability to understand warehousing logistics, inventory, and workflow.
- Basic math competency is a must.
- Highly defined organizational and time management skills.
- Ability to multi-task, and work under pressure.
- Demonstrates high level of attention to detail.

Knowledge

- Successfully completes ServeSafe Food Handler certification (within 90 days of hire).
- Successfully completes Service Insights/ Meal Connect training provided by the Collaborations Dept.
- Knowledge of Microsoft Office Suite, including Outlook, Excel, Word, and PowerPoint.
- Training on warehouse equipment and trucks.
- Aware of OSHA, AIB and Feeding America rules and regulations.
- Knowledge of Community Food Share's Food & Occupational Safety Rules.
- Inventory control and management techniques.

Behaviors

- Well organized, accurate, and detail oriented.
- Ability to multi-task and meet deadlines.
- Sense of urgency.
- Personable, compassionate, and people oriented.
- Courteous, respectful treatment of diverse people.
- Honesty and integrity.
- Relates to and can influence diverse people, including understanding diverse needs.
- Gives and receives feedback and constructive criticism in a respectful manner.
- Problem-solver, takes initiative, and focuses on solutions.
- Self-motivated, self-sufficient, and able to perform duties with minimal and reasonable supervision.

Interpersonal Skills

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving organizational objectives, causing action, understanding others, or changing behavior. Skills of persuasiveness, influence or assertiveness, sensitivity to the point of view of others, as well as generational, gender and cultural competency and awareness are requisite to success in this position.

Physical Demands

This position spends roughly 90% of the time working in our warehouse and at offsite distributions, and the other 10% in the office. Time in the warehouse involves bending, lifting, moving pallets, electric jacks and driving vehicles. While performing the duties of this job, the employee is regularly required to sit, stand, bend, kneel, push, pull, stoop, climb ladders, balance, walk for extended periods of time; use hands to finger, grasp, carry, handle, or feel; reach with hands and arms above the shoulder; be able to taste and smell; and hear with or without aid. The employee may lift, leverage, and/or move up to 65 pounds repetitively. Some light travel with mobile pantry operations, or other business-related needs could be required. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and distance vision.

The physical demands described here are representative of those to be met by an employee to successfully perform the essential functions of this job. This listing may not cover all conditions an employee may encounter in the performance of the essential functions of this position.

Typical Schedule

A typical work schedule is Monday through Friday from 7:30 am to 4:00 pm daily. Very occasional weekends and evenings may be required with the opportunity to flex time during the week as needed.

Remote Work Eligibility: This position is classified as being ineligible for remote work as the essential duties of this position must be performed within the warehouse facility. (TEAM APPLE)

Work Environment

Community Food Share operates in a working warehouse environment. While performing the duties of this job, the employee may be exposed to wet and/or humid conditions and moving equipment. The employee may be exposed to high, precarious places; outside weather conditions; and extreme cold in the walk-ins. The noise level in the work environment is usually moderate but may be loud with machinery and equipment in operation.

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodation may be made to enable qualified individuals to perform the essential functions of this position.

The hiring pay range for this position is between \$20 and \$22 per hour.

Community Food Share offers a rich suite of benefits for its full-time employees, including,

- 20 paid vacation days per year with annual rollover
- 10 paid Holidays
- 10 paid sick days per year
- 1 personal day per year
- 95% company paid health insurance
- 100% company paid dental insurance
- 100% company paid life and disability insurance
- Voluntary vision insurance
- Matched SIMPLE IRA vested at 100% from day 1
- 100% company paid Colorado FAMLI leave premium
- Quarterly Incentive Award based on performance prorated for start date

Consideration of internal applications for this position closes on Friday 02/27/2026 end of day.

This position is posted internally and externally to run concurrently.

To apply for this position, please submit a current resume and cover letter detailing your qualifications and interest in this position to careers@communityfoodshare.org.