



**Green Iowa AmeriCorps
Food Rescue Specialist
Role Description**

Service Term: June 3rd - August 16th, 2024

Position Type	Service Length	Hour Commitment	Living Stipend	Segal Education Award
Minimum-time (MT)	3-mo	300 hours (27-30 hours/week)	\$3,000/term (\$1,090/mo)	\$1,459.26/term

Work Hours:

At least two days Monday-Friday from 8am until noon or 3:30pm with some flexibility. Up to two evenings a week 3-7:30pm for Free Produce Stands. Other days and times as needed and agreed upon. May include weekend Free Produce Stands, gleaning & volunteer events, farmer's markets, or outreach events with partner organizations.

Position Summary:

This seasonal role contributes to the hunger relief efforts in Johnson County by supporting the daily function of our food rescue program and expanding those efforts. This team member is part of the team welcoming & directing volunteers, actualizing smooth pick-up and delivery of food donations, preparing T2T's fleet of vehicles for food rescue routes, coordinating volunteers & leading them to glean (harvest) excess produce from local farms and gardens, as well as getting the food to food-insecure individuals via Free Produce Stands.

Supervision Given By: The Food Rescue Programs & Services Manager

Qualifications & Competencies:

- Enthusiastic advocate for food rescue, hunger relief, and food waste reduction.
- Ability to work in a fast-paced environment, maintaining energy through often repetitive tasks. Ability to switch gears quickly and manage multiple tasks concurrently.
- Ability to work autonomously and perform well under pressure. Detail-oriented & resourceful.
- Functional knowledge and ability to use Microsoft Office and Google Suite.

Licenses & Qualifications:

- Required: Must be able to regularly and repeatedly lift and move 20-40 lbs.

- Preferred but not required: Over 21 with a valid driver's license for a minimum of 4 years and good driving record (must be insurable under organization liability insurance); willing to drive large vehicles.
- Must be able to use technology including computers, printers, phones, vehicle and refrigeration units, and other equipment. Functional knowledge of computer systems.

Essential Functions:

Lead Gleaning and Farm Produce Collection Efforts

- Harvest excess produce from farms and gardens
- Collect excess produce from markets and produce auctions
- Recruit and communicate with farmer- and gardener-donors to increase local food donations
- Recruit and schedule volunteers, including communication of location and time for activities
- Lead volunteers in gleaning activities
- Demonstrate best practices for food handling safety
- Motivate and build up the local farmer- and gardener-donor network through recognition events and outreach
- Connect with other gleaners in Iowa and build or rebuild gleaning communications and networks
- Track data and evaluate trends around gleaning efforts

Food Distribution through Free Produce Stands

- Deliver harvested and prepared produce to local partners in the Johnson County hunger relief network including food pantries & overnight shelters
- Facilitate produce pop-up stands (Free Produce Stands) in neighborhoods & community locations to deliver free produce to food insecure individuals
- Lead volunteers in setup and tear down of produce stands

Volunteer & Program Operations Duties

- Recruit and schedule volunteers as needed for gleaning, Free Produce Stands, and food rescue operations
- Utilize communications tools and create materials to increase public awareness of programs, services & opportunities
- Participate in food rescue program by picking up donations from local partners and delivering/unloading donations at distribution sites
- Record volunteer feedback and pass on pertinent information that impacts planning and management of food rescue program
- Answer phone calls, greet volunteers & visitors, and accept walk-in donations
- Unload and organize food received and work with staff to determine the appropriate distribution of food donations
- Organize and maintain food inventory: freezer, cold, and dry food storage spaces
- Complete Fleet & Facility Prep duties as needed when volunteer positions are unfilled

- Track data and evaluate trends: Perform food rescue program data entry & assist with volunteer record keeping through Salesforce

Typical challenges this position will face:

- Frequent interruptions, especially during hours with heaviest volunteer activity
- Last-minute volunteer & logistics scheduling conflicts
- Needing to make sound, quick decisions based upon available information

Work Environment:

- Work is in-person in both an office and warehouse/transportation environment