



***We believe hunger is unacceptable.***

## **POSITION AVAILABLE: OPERATIONS SPECIALIST**

### ABOUT BELLINGHAM FOOD BANK

Bellingham Food Bank is Whatcom County's largest hunger relief organization. We are a 501(c)(3) nonprofit organization. We provide free groceries in a dignified setting to 1 in 5 Whatcom County households annually. Bellingham Food Bank is committed to becoming an anti-racist organization.

#### VISION

We at Bellingham Food Bank envision a community with a thriving food system where everyone has equitable access to the food they need and want.

#### MISSION

We reduce hunger by:

- creating access to high quality, desirable food and other essentials.
- building a responsive regional hunger relief network.
- disrupting racism, because of its historical and structural connection to hunger and poverty.

#### VALUES

Quality & Choice: We offer a variety of high-quality foods, culturally relevant foods, and other essentials. We strive to create a welcoming, respectful, and dignified experience.

Justice & Equity: We believe hunger, poverty, and systemic racism are inextricably linked. Food justice is social justice.

Inclusion & Access: We actively work to remove barriers to food and essentials and to offer what is familiar and valued by our diverse community.

Responsiveness & Innovation: We are adaptive and curious. We listen, experiment, learn, and adjust as we seek ways to deepen our impact on both immediate needs and the root causes of hunger.

### ABOUT THE POSITION

This position is a physically active, frontline role which entails working in a highly collaborative and dynamic environment. A person in this role interacts with volunteers, staff, and food bank recipients and works within all BFB programs to provide free food to Whatcom family households. **Please note:** Work-from-home is not available for the Operations Specialist position.

### ABOUT YOU

Bellingham Food Bank values staff people who can bring deep empathy, compassion, and creativity to their work. We seek individuals who understand that food is a fundamental human right and who want to join us as we both provide food to our community and also work to undo the systems that have led to the need for food banks. We also believe that humor, levity, and camaraderie are crucial to the work that we do!

There is no required level of education or work experience specified because we believe that applicable experience can be gained from many unexpected places, and because we believe that there are many lived experiences that are at least as relevant to this work as a university degree or employment history.



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## Job Title & Description: Operations Specialist

Department	Operations	Supervisor	Operations Manager
FLSA Status	Full Time/Non-Exempt	Location	1824 Ellis St, Bellingham, WA 98225 & off-site as required
Salary	25.00 hourly	Posted	December 2024

## Work Environment

Reports to Operations Manager, participates in highly collaborative Operations team. Work environments include warehouse, office, food distribution center, and outdoors in all weather conditions.

## Specific Functions

- 60% of time: Contribute to BFB's free grocery store by:
  - Offering support, training, and direction to volunteers in conjunction with other staff.
  - Providing customer service to BFB clients with a focus on compassion, respect, and empathy
  - Assisting with inventory tracking, organizing and maintaining stockroom and distribution floor
- 25% of time: Participate in BFB's drive-through, outdoor pre-packed box service one day per week by:
  - Working as part of core Drive Through staff team, taking lead when needed, enthusiastically working outside in all types of weather.
  - Driving a box truck to distribution site, setting up tents, tables, unloading trucks
  - Offering support, training, and direction to volunteers
  - Assisting with the box packing assembly line, taking lead as needed
- 10% of time: Support BFB's weekly home delivery service one to two mornings a week by:
  - Driving home delivery routes
  - Providing support to home delivery staff
- Provide translation support within all BFB programs, written and oral when possible.
- Attend staff meetings 1-2 times per week
- Take part in staff trainings as offered, individually or team-based

## Skills & Qualifications

- Personal experience with food insecurity and/or food bank use preferred.
- Basic Russian, Ukrainian, or Spanish language capacity required. See [CEFR Language Fluency Level A2](#) for more information.
- Ability to operate the following equipment or enthusiastic to learn: Refrigerated box truck w/liftgate, large van, forklift, manual and electric pallet jacks, power washer. Valid DL required, no certifications required.
- Willingness to undergo Washington State Patrol and Sex Offender background checks



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- Ability to lift up to 50 pounds repeatedly, move quickly, climb in and out of box trucks, sit and/or stand for several hours at time.
- Basic computer literacy required, proficiency with Microsoft Office preferred. Willingness to use BFB inventory software, data management software, and routing optimization app required.
- Strong commitment to social/food justice, anti-racism; willingness to continue to learn about these concepts and to apply them to daily work at BFB.
- Independent motivation to identify tasks and complete them, ability to prioritize and manage competing demands.
- Collaborative and team-minded spirit, sense of humor.
- Enthusiastic about working with a diverse group of staff, volunteers, and food bank visitors.

**Benefits:**

- Paid Sick/Vacation
- Medical
- Dental
- Vision
- Retirement Plan

## **To Apply**

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Full job description available on our website, [bellinghamfoodbank.org](http://bellinghamfoodbank.org). Send one-page cover letter and resume including 3 references to [info@bellinghamfoodbank.org](mailto:info@bellinghamfoodbank.org), subject "Operations Specialist" by December 16, 2024. NO phone calls, please.

*Disclaimer:*

*This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position. All Bellingham Food Bank employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.*

We strongly support equal employment opportunity for all staff members, as articulated by federal, state, and local laws. Alternatives to Hunger actively seeks to recruit individuals without regard to race, creed, color, gender, sexual orientation, disability, marital status, veteran status, national origin, or age. Particularly, Alternatives to Hunger and all its staff members will comply with the AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. Our equal employment opportunity philosophy applies to all aspects of employment, including recruitment, training, promotion, transfer, job benefits, pay, and dismissal.

1824 Ellis Street • Bellingham, WA 98225 • (360)676-0392 • [www.bellinghamfoodbank.org](http://www.bellinghamfoodbank.org)