Food Recovery Coordinator
Job Description

Location: Crescent City, California
Employed By: Family Resource Center of the Redwoods
Reports To: Food Program Director
Time Commitment: 40 hours per week including some evening and weekend hours
Compensation: $21.50 an hour, plus monthly health and wellness stipend, retirement benefits, and paid vacation/sick leave.
Funding: Temporary (through April 1, 2021) position funded through a CalRecycle Food Waste Prevention and Rescue grant.


Area Overview
The Del Norte and Tribal Lands Community Food Council (DNATL CFC) is seeking a collaborative, passionate, and experienced Food Recovery Coordinator. This is an exciting opportunity to work as a team in decreasing food waste and food insecurity in one of California’s most beautiful, isolated, and socioeconomically disadvantaged regions.

This position will be headquartered in Del Norte County, the breathtaking northern corner of coastal California. This region is home to Redwood National and State Parks, the Wild and Scenic Smith River, and miles of rugged Pacific Ocean beaches. There are abundant opportunities for hiking, camping, surfing, and kayaking. Del Norte is also only a short drive from Arcata, CA—home of Humbolt State University—and Ashland, OR—home of Southern Oregon University, and the Shakespeare and Britt festivals.

About the DNATL Food Council
The DNATL Community Food Council works to build a vibrant local food system that provides healthy, affordable food to all DNATL families. Our programs are organized around three primary objectives: ensuring food security, growing our local food economy, and shifting DNATL’s resident food culture towards healthful foods. The DNATL Community Food Council is housed within the Family Resource Center of the Redwoods (FRC) and works closely with many community partners including the Tolowa Dee-ni’ Nation, Del Norte County Unified School District, the City of Crescent City, Del Norte County, College of the Redwoods, SNAP-Ed, First 5 Del Norte, UC Extension, and local food producers.

DNATL is one of 14 communities within The California Endowment’s Building Healthy Communities (BHC) initiative: a ten-year, place-based, equity-focused program aimed at improving health outcomes for all residents. The DNATL
Community Food Council was founded with a BHC grant in 2010 to bring together all area food systems stakeholders to advance healthy food access and consumption for Del Norte and surrounding tribal lands residents. The following are examples of current DNATL CFC work:

- Visioning, creating, and maintaining community food forests in Crescent City and Klamath; including planning for the Grand Opening/first annual Harvest Festival celebration.
- Designing and maintaining the county’s first choice-based food pantry, distributing 6,223 choice boxes to feed 15,770 people in the past year.
- Hosting numerous DIY food and garden workshops throughout DNATL.
- Collaborating with Del Norte County to ensure emergency food preparedness for Del Norte residents.

Job Description

The Food Recovery Coordinator will lead in designing, implementing, and managing the new and ambitious Food Rescue Program in DNATL as outlined in our Food Waste Prevention and Rescue Grant agreement with CalRecycle. The funding for this position is a result of California greenhouse gas cap and trade reduction efforts. An estimated 3.9 million pounds of food is thrown into the landfill for Del Norte County every year. In the next 20 months, the aim of this project is to rescue 400,000 pounds of that waste from reaching the landfill, and instead repurpose (if necessary) and redistribute it to people that need it; thus reducing greenhouse gas emissions (methane) from the rotting food in the landfill while also increasing food security. The Food Recovery Coordinator will work closely with the Food Program Director through strategy consultation and program design, carrying-out the following essential job duties:

- Establish and maintain collaborative relationships with all food waste and recovery stakeholders throughout DNATL (e.g. restaurants, hotels, food and beverage stores, Del Norte Unified School District, Pelican State Prison, casinos, general merchandise stores, residential, farmers, Del Norte Solid Waste Management Authority, food distributors, clinics and hospitals, etc.).
- Assist in research, design, acquisition, and outfitting of refrigerated truck to serve as a certified commissary, mobile pantry, and transport for rescued food.
- Drive to locations throughout DNATL to rescue or redistribute food, including laboring to harvest various kinds of produce.
- Enlist and manage volunteers for gleaning and food processing projects.
• Design and deliver multiple food waste reduction and food recovery educational presentations/workshops to various institutions and community audiences.
• Carefully track pounds of edible food recovered and redistributed utilizing food recovery software (ChowMatch) and scales. Compose quarterly reports.
• Represent and publicize DNATL CFC and Cal Recycle’s Food Rescue program at various meetings and community events.
• Directly supervise the Food Processing Assistant and work as an integral member of the entire DNATL CFC team.
• Direct and participate in all food processing/repurposing/preservation activities.
• Be willing and able to assume new duties as the food work grows and evolves.

Minimum Qualifications:
• Bachelor’s degree in food or environmental studies, agriculture, sociology, public health, community development, or a relevant field.
• Passionate about ensuring food justice and sustainable food systems.
• Proven ability to work effectively as a member of a team of diverse individuals.
• At least four years of demonstrated skills and abilities in stakeholder collaboration, community organizing, and building and maintaining effective partnerships.
• At least two years of experience working in a food production/food system capacity.
• Excellent written, verbal, and internet communication. Proficient in utilizing Microsoft and Google Suite.
• At least two years of experience in a supervisory and/or leadership role.
• Knowledge of effective food waste recovery programs and food safety regulations and guidelines.
• At least two years of experience in food production and multiple methods of preservation.
• Drivers license and ability to utilize personal vehicle with adequate insurance.
• Organization and careful data tracking.
• Skilled at conducting effective research and producing concise, documented summaries of best practices.

Preferred Qualifications:
• Experience working effectively with tribal nations, populations of low socio-economic status, and in rural communities.
• Experience designing and implementing a food recovery program.
• Non-profit and grant reporting background.
• Experience designing and teaching engaging classes, demonstrations, and/or workshops.

To Apply: Email a cover letter and resume to ahixson@frcredwoods.org, with “Food Recovery Coordinator” in the subject line.

Questions: Contact Amanda Hixson at 707-464-0955 ext. 2116, or email ahixson@frcredwoods.org.

Equal Employment Opportunity/Reasonable Accommodation:
The FRC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans with Disabilities Act, we will make reasonable efforts during the interview process to accommodate people with distinct physical or mental requirements. If special accommodations are necessary, please contact the FRC (email ahixson@frcredwoods.org or call 707.954.0955 ext. 2116) prior to your interview date.