



2023-24 Table to Table Position Description

Table to Table Food Rescue
1049 US-6 E, Iowa City, Iowa

This site is hiring to fill the following position:

Position #1: Green Iowa AmeriCorps Food Recovery Program Development Specialist

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	1,200 hours (28-30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$4,826.50/term

Anticipated service schedule for this host site is **primarily Monday-Friday from 8am-3:30pm with some flexibility**, with occasional nights and weekends as projects require.

Host Site Overview:

Table to Table bridges the gap between abundance and hunger by collecting surplus food from donors and redistributing it to partners and people who can use it. Our work unites community members and organizations to create a more just and less wasteful food system. Table to Table envisions a world where nutritious, desirable, and culturally-meaningful food is accessible to all. Together we will increase food equity for people and reduce harm to our communities and environment.

Each year, T2T's efforts keep 2.5 million pounds of food out of the landfill. This ensures that the resources used to produce, transport, and process the food have at least been legitimately used to feed people. We think there is more that can be done though.

With the support of a Green Iowa AmeriCorps member, we hope to expand our food waste reduction initiatives within the food supply chain, at smaller culturally-specific grocery stores in our community, in local food production, and in the restaurant/catering/prepared food sector. This member will also contribute to our public food waste reduction education campaign which includes monthly topics and education activities, engagement with local schools, and resource sharing with partners and community groups.

GIA Performance Metrics *Members work in collaboration with the host agency and community partners to complete the following metrics based on grants that support the AmeriCorps program. Please note: each metric denotes program-wide totals*

- **Educational Programming** engaging participants in environmentally-focused lessons and activities *[450 education events with 4500 individuals reached]*
 - This member will contribute content and activities to 11 monthly food waste reduction education topics reaching 3000 community members through a variety of channels, 5

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public outreach events, and 2 school education events.

- **Community Outreach** engaging outside volunteers in service activities [*380 outreach events with 2750 volunteers engaged*]
 - This member will engage 60 unique volunteers in 200 food rescue service activities ranging from supply chain food rescue distribution, prepared foods collection, and gleaning from local farms.
- **Waste reduction activities**
 - This member will complete 50 food recovery/food waste reduction activities during their term of service. In conjunction with the food waste education initiative, this role will pilot a partner composting initiative that includes waste audits at distribution partners and weekly assessment/collection/delivery of compostable materials. This is an initiative Table to Table is piloting with the City of Iowa City.

Site Supervisor(s): Allison Gnade, Table to Table Programs & Services Manager

Minimum Member Qualifications:

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

Position: AmeriCorps Food Recovery Program Development Specialist

Position Outline:

The AmeriCorps Food Rescue Strategic Initiatives Specialist will contribute to the food waste reduction and hunger relief efforts in Johnson County by piloting and expanding on the daily functions of Table to Table's (T2T) food rescue program. This member will also make progress on several of T2T's Strategic Plan initiatives including piloting programs to increase T2T's food rescue from the food transportation industry (i.e. semi trucks with food deliveries rejected for reasons other than food safety, with nowhere to take them), from culturally-specific grocery stores in Johnson County, and the catering/restaurant/prepared food sector. In partnership with the City of Iowa City, they will also contribute to T2T's 'Love Food, Fight Waste' community-wide educational food waste reduction campaign, and pilot free food waste composting opportunities for T2T's partner agencies. This person will be part of the team directing volunteers and actualizing smooth pick-up and delivery of food donations, and preparing T2T's fleet of vehicles for food rescue routes in a friendly and fast-paced environment. Seasonally, this member will glean (harvest) excess produce from farms and gardens with volunteers, motivate and build up the local farmer/gardener-donor network through recognition events

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and outreach, and distribute the produce to food-insecure individuals via pop-up Free Produce Stands and other efforts with partner agencies.

Member Duties:

Supply Chain Food Recovery Program Development - Develop a contact list and initiate relationships with food transport drivers, dispatchers, cold storage facilities, and transport companies serving the Eastern Iowa region. Create a mechanism for food recovery opportunity communication. Pilot recovery opportunities with a variety of stakeholders and make recommendations for further program development.

Culturally-Relevant Food Sourcing & New Food Donor Relationship Building - Expand culturally-specific food offerings in the Johnson County social services network by developing communication materials, initiating contact with potential food donors, developing sustainable relationships, and piloting food recovery from these donors as part of T2T's larger food recovery program.

Restaurant & Catering Food Recovery – Research opportunities for small-scale prepared food donations, identify the most efficient and cost-effective method for redistribution, and pilot implementation with a subset of new donors and volunteers.

Love Food, Fight Waste Education Campaign – In partnership with the City of Iowa City, contribute to a monthly food waste reduction education campaign, serve as outreach event coordinator, and pilot a food waste education initiative in the Iowa City School District. In partnership with the City of Iowa City Landfill and Recycling, pilot Food Waste Wednesday to give the option for T2T food recipient partner agencies to compost food waste for free through the City.

Local Foods Promotion, Recovery, & Distribution – Increase local food access and reduce waste in the local food system to reduce environmental harm caused by our global food system. Support partnering with local food producers to harvest directly from farms, and pilot a no-contact drop-off point for excess produce farmers have no market for. Support end-to-end access including distribution through Free Produce Stands and delivering collected produce to food distribution partners.

Direct Food Waste Reduction & Recovery – Recruit and schedule volunteers as needed and launch local food distribution and food rescue deliveries and routes. Learn the key components of food rescue routes, OS&D (semi truck rejected deliveries: Overages, Shortages, & Damages) food rescue, and restaurant food recovery by picking up donations from partners and delivering/unloading donations at distribution sites. Record volunteer feedback and pass on pertinent information that impacts planning and management of the food rescue program.

AmeriCorps Program Responsibilities

- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

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The ideal candidate will possess the following skills:

- The best candidate is an energetic team player with strong communication skills who enjoys interacting with people of diverse ages and backgrounds.
- We're seeking a team member who values variety, and is a "do'er who loves what we do, and wants to help us do it even better
- An enthusiastic advocate for food waste reduction
- Personal attributes such as professionalism, commitment to self-improvement and development, tact, sensitivity, and honesty.
- A self-starter with the ability to work independently and autonomously in a fast-paced environment, maintaining energy through often repetitive tasks.
- Detail-oriented and resourceful.
- Preferred Abilities/Licenses:
 - Ability to lift and move 20-40 pounds repeatedly
 - Valid driver's license and insurable under organization liability insurance (21 years or older at start date, pass driving history check (good driving record in the past 4 years), willingness to drive large vehicles – no special licensing required

Members can expect to gain the following skills/experiences in this position:

- Non-profit organizational structure and management
- Exposure to a workplace oriented towards positivity, teamwork, constructive feedback & problem solving, transparency, and a collaborative culture
- Communications, social media, marketing, and educational materials creation
- Salesforce (a customer relations management (CRM) software used by businesses large and small in various industries, as well as in small nonprofit organizations like ours)
- Time management & priority-setting tools including modified Agile project management - an iterative approach to managing program development and the work of cross-functional teams.
- Creative problem solving
- Leadership experience
- Food safety and food waste reduction processes
- Logistics and food transportation industry experience
- Social service and non-profit collaborations and connections
- Public - private partnerships for climate change education
- Coordinating and recruiting volunteers
- Training and onboarding volunteers
- Food, nutrition, and agriculture
- Specific knowledge about seasonal fruits and vegetables, how to prepare them, and cultural use of certain foods.
- Strategic Plan implementation, tracking, and reporting

[Green Iowa AmeriCorps](#) is managed by the University of Northern Iowa's [Center for Energy and Environmental Education](#)

