



Home Delivery Coordinator

FRIEDENS FOOD PANTRIES

Last Updated: 05/21/2020

Mission and Purpose

A network of food pantries building communities of peace to nourish the body, mind, and soul.

As the largest food pantry network in Milwaukee, Friedens Food Pantries is a stabilizing force in our neighborhoods. Since 1978, we have used a community-centered approach, accepting the responsibility of honoring individual choice by providing a variety of fresh and nutritious food options and connecting our community members to other support services. Friedens addresses the emergency food needs in Milwaukee neighborhoods with a high population of low-income households that commonly suffer from food insecurity. We partner closely with StreetLife Communities, which is an organization dedicated to providing outreach and support to individuals experiencing homelessness.

The Home Delivery Coordinator facilitates the growth and operation of our home delivery program that provides monthly free groceries to homebound individuals. The coordinator is responsible for the smooth planning and execution of food delivery to households in multiple zip codes across Milwaukee. This individual will work closely with the Operations Manager to maintain the planning, procurement, storage, packing and delivering of perishable and non-perishable food items each month.

Work Type:

- Full-Time or Part-Time, depending on applicant
- One year contract with potential to extend
- Hybrid Virtual/In-Person
- No-cost health, vision and dental insurance
- Ten paid holidays are observed for all staff: New Year's Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve



Essential Duties and Responsibilities:

1. Make phone calls to screen and enroll new clients, provide program overview and schedule deliveries.
2. Work with Volunteer Manager to recruit and schedule volunteers to assist with packing and delivering. Train volunteers on necessary tasks to complete monthly delivery.
3. Develop menus and monitor inventory and for home delivery.
4. Assist the Operations Manager with the growth and expansion of the Home Delivery Program
5. Track monthly expenses to ensure budgetary compliance.
6. Ensure compliance with all relevant federal, state, and local laws/regulations regarding food safety and food distribution
7. Implement and ensure adherence to food pantry policies and procedures, including the clean, safe, and efficient operation of the food pantry network
8. Assist Executive Director and Operations Manager with other duties as requested

Required Knowledge, Skills and Abilities:

- Affinity with the overall mission of Friedens Food Pantries
- Valid Wisconsin driver's license and good driving record
- High School Diploma or GED
- Commitment to helping clients meet their nutritional needs
- Excellent communication skills- listening, speaking, and writing
- Ability to relate comfortably with people who work at our pantries and use our services
- Skilled in use of Microsoft Office applications and email
- Some experience with food preparation, food safety, and menu planning using the USDA/FDA Food Safety Standards and the MyPlate Food Guide preferred
- Willingness to learn, adapt, and grow
- Spanish-language proficiency preferred

Working Conditions:

- Physical Requirements: lifting 50 pounds or less, moving boxes or packages of food, loading/unloading a van, pushing a dolly, climbing stairs
- Equipment Used: computer, printer/copier, tablets, electric pallet jack

To apply for this position, please send your resume or CV with a cover letter to: jobs@FriedensPantry.org