



Home Delivery Coordinator

FRIEDENS FOOD PANTRIES

Mission and Purpose

Friedens is a network of food pantries in Milwaukee nourishing the body, mind, and soul. We believe that a dependable supply of food is a means of bringing hope and dignity to our community.

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 which 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 report to and 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 (100%), Hybrid Virtual/In-Person

Term: September 2022-August 2023

Overview:

- One-Year Paid Internship Program through AmeriCorps Wisconsin which reports to the Operations Manager of Friedens Food Pantries
- Upon successful completion of service year, the individual is eligible for a \$6,495 educational award that can be utilized to go back to school, pay off qualified student loans and/or several other specified uses
- Make a lasting positive impact by supporting community health work
- Receive ongoing professional skills training throughout the year to build your resume
- Earn a bi-weekly living stipend of \$825
- No-cost health, vision and dental insurance
- Low- to no-cost child care assistance
- 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. Incorporate community members who are often isolated and marginalized into our extended food pantry community through monthly home delivery of perishable and non-perishable food items.
2. Work directly with clients on an ongoing basis to build relationships, make phone calls to screen and enroll new clients, provide program overview, and schedule deliveries.
3. Work with Volunteer Manager to recruit and schedule volunteers to assist with packing and delivering. Plan efficient packing shifts to maximize volunteers time.
4. Train volunteers on necessary tasks to complete monthly deliveries.
5. Maintain relationships with partner organizations, including United Way, DoorDash, and Hunger Task Force, as well as social workers and human services employees.
6. Plan and coordinate efficient delivery routes.
7. Develop menus and recipes while monitoring inventory for Home Delivery.
8. Assist the Operations Manager with the growth and expansion of the Home Delivery Program.
9. Work with Operations Manager to track monthly expenses to ensure budgetary compliance.
10. Ensure compliance with all relevant federal, state, and local laws/regulations regarding food safety and food distribution.
11. Implement and ensure adherence to food pantry policies and procedures, including the clean, safe, and efficient operation of the food pantry network.
12. Assist 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, email, and G-Suite
- 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, transit van

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