



**A network of food centers building community through nourishment.**

As the largest food center network in Milwaukee, Friedens is a stabilizing force in our neighborhoods. Through our programs we strive to leverage food to build relationships and address the holistic needs of community members. We envision a more equitable world where people have enough resources to thrive.

Over time we've transformed our food pantries into community centers that use food as a connection point to build relationships and strengthen neighborhoods. Our pantries shifted to a shopping model where community members select the foods they need and enjoy with the support of volunteers. We now provide a vast array of equity-centered programs including: home delivered groceries, food & nutrition education, cooking demonstrations, community gardening, hydroponic greenhouses, and community dinners.

**Work Type:** Part Time (100%), Hybrid Virtual/In-Person

**Essential Duties and Responsibilities:**

- 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.
- 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.
- Work with Volunteer Manager to recruit and schedule volunteers to assist with packing and delivering. Plan efficient packing shifts to maximize volunteers time.
- Train volunteers on necessary tasks to complete monthly deliveries.
- Maintain relationships with partner organizations, including United Way, DoorDash, and Hunger Task Force, as well as social workers and human services employees.
- Plan and coordinate efficient delivery routes.
- Develop menus and recipes while monitoring inventory for Home Delivery.
- Assist the Operations Manager with the growth and expansion of the Home Delivery Program.
- Work with Operations Manager to track monthly expenses to ensure budgetary compliance.
- Ensure compliance with all relevant federal, state, and local laws/regulations regarding food safety and food distribution.
- Implement and ensure adherence to food pantry policies and procedures, including the clean,

- safe, and efficient operation of the food pantry network.
- 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

### **Knowledge, Skills and Abilities:**

- Affinity with the overall mission of Friedens Food Pantries.
- 2 years' experience in Development, preferably in non-profit, community-based organization, or equivalent is preferred.
- Excellent communication skills- listening, speaking, and writing.
- Ability to relate comfortably with people who work at our pantries and use our services.
- Excellent computer skills, proficient with MS Office applications, experience with CRM preferred.
- Proficient with social media platforms.
- Excellent attention-to-detail.
- Valid driver's license.
- Willingness to learn, adapt, grow, and work as a team.

### **Working Conditions:**

- Work Location: open office workspace with active team atmosphere in addition to approved work-from-home arrangements
- 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

Pay range - \$17-18/hour

To apply for this position, please send your resume or CV with a cover letter to: [\*\*jobs@FriedensPantry.org\*\*](mailto:jobs@FriedensPantry.org)