



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.

Food Center Manager, Friedens Food Pantry

The Food Center Manager reports to and works closely with the Executive Director and Programs Manager and is responsible for the oversight of two food centers. The Food Center Manager is adept at building relationships and community, working closely with center guests and volunteers to create positive experiences, and addresses the emerging needs of visitors, inventory, and facilities.

Major Duties:

Community Building

- Communicates organization mission and values to clients, volunteers, partners and donors
- Create a guest experience for pantry visitors that fosters our values of equity, health, and belonging
- Oversee intake processes to ensure shopper information is collected and recorded accurately
- Integrate volunteers into our team through orientation, assigning tasks, and providing ongoing support and encouragement
- Work with other staff to recruit, supervise, and train volunteers to pick up, deliver, and stock our food

Site Oversight

- Assists with the clean, safe and efficient operation of the Food Center
- Develop, document, and optimize food center systems and operations at all four sites
- Serve as primary contact with building maintenance staff and oversees space and equipment maintenance
- Serve as first-response for facilities needs and keeps pantry keys organized
- Optimize processes and storage at each facility

- Ensures compliance with all relevant federal, state, and local laws/regulations
- Implements and ensures adherence to food pantry policies and procedures
- Submit reports to Friedens staff and partners
- Submit food orders within a certain budget amount
- Oversee in-kind receiving, stocking, and recording donated food and items and assures proper quality
- Retrieve food from suppliers, stores, and other donor sites

Required Knowledge, Skills and Abilities:

- Affinity with the overall mission and values of Friedens Food Pantries
- 1-2 years of relevant experience in food systems, program development or oversight, nonprofit management, or related field
- Ability to work Saturday mornings
- Prior experience managing successful teams preferred
- 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 individuals from diverse racial, cultural, social, educational and economic backgrounds who work at our pantries and use our services,
- Ability to maintain a high level of confidentiality relating to client information and program details
- Skilled in use of Microsoft Office, G-suite, and email
- Willingness to learn, adapt, and grow

Working Conditions

- Work Location: open office workspace with active team atmosphere.
- 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.

Position Overview:

- Full Time salaried position
- Benefits include individual health, dental, and vision insurance and pro-rated PTO after 90 days
- 12 paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Eve, Christmas Day, New Year's Eve, Two Flexible Holidays
- 6 months probationary period

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