



## Assistant Site Manager

FRIEDENS FOOD PANTRIES

Last Updated: 06/24/2021

### 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 Assistant Site Manager works closely with the Pantry Site Manager in the day-to-day operations of the food pantry, including, but not limited to data management, supervision and coordination of food pantry volunteers, restocking of food pantry items, serving our clients, and helping the pantry run smoothly. The ideal candidate is adept at building and maintaining trust-based relationships, engaging stakeholders and applying an equity lens towards transforming lives and communities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

**Work Type:** Part-time internship (8-10 hours per week)

**Term:** September 2021 – End of Semester (with potential to stay on)

**Wage:** \$12.50/hour

### Overview:

#### Essential Duties and Responsibilities:

1. Assist with the day-to-day operations of the Food Pantry
2. Assist with the clean, safe and efficient operation of the Food Pantry
3. Help realize our mission of building ladders of peace, hope and dignity to our community
4. Assist with baby formula and relations with Hunger Task Force and 2-1-1, including assisting with paperwork
5. Oversee volunteers; including assigning tasks, volunteer orientation, and making sure to keep volunteers busy while they are serving at Friedens



6. Provide on the job training and experiences for our other staff and volunteers to be an integral part of our organization
7. As appropriate: aid in volunteer recruitment and scheduling with Volunteer and Outreach Manager
8. Pack food pantry orders and stocks shelves as needed
9. Assist as needed with tasks assigned by Site Manager or Operations Manager

**Required Knowledge, Skills and Abilities:**

- 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
- 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