Assistant Site Manager

About Friedens

Friedens is a network of food pantries building ladders of peace throughout Milwaukee. We believe a dependable supply of food is a means of bringing hope and dignity to our community.

Friedens runs four pantries, but our mission runs quite deep and is reflected in everything we do. Providing food is simply our way of being a stable presence in the community. That means our mission includes helping end hunger insecurity, but we also reach out to the homeless, support local and sustainable food, assist community members in getting work experience, and offer hospitality, books and clothes to community members. For us, food is just the beginning in our effort to build ladders of peace.

Position Description

As our food pantry network grows, so does our management need! We are looking for a reliable individual to support, and continuing growing, our network. This individual would assist the 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 Assistant Site Manager would work under the Site Manager and Volunteer Manager, but would also be responsible for tackling tasks independently. Preferred availability for Tuesdays, Thursdays, and Fridays.

Major Duties

- Assists with the day to day operations of the Food Pantry
- Assists with the clean, safe and efficient operation of the Food Pantry
- Help realize our mission of building ladders of peace, hope and dignity to our community
- Assists with baby formula and relations with Hunger Task Force and 2-1-1, including assisting with paperwork
- Oversees volunteers; including assigning tasks, volunteer orientation, and making sure to keep volunteers busy while they are serving at Friedens
- Provide on the job training and experiences for our other staff and volunteers to be an integral part of our organization
- As appropriate: Involved in volunteer recruitment and scheduling
- Packs food pantry orders and stocks shelves as needed
- Assist as needed with tasks assigned

Required Skills

- Committed to helping clients meet their nutritional needs
- Excellent communication skills, including both speaking and writing
- Ability to relate comfortably with people who work at and use our services
- Should be comfortable using Microsoft Office applications and communicating via email

Contact Sophie at volunteer@FriedensPantry.org or 414-289-6030 for more information.