



# Assistant Site Manager

## FRIEDENS FOOD PANTRIES

Last Updated: 08/01/2023

### 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 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. We provide encouraging spaces to select and prepare free quality foods, and explore nutrition and wellbeing. The foods are thoughtfully sourced to offer options and reduce waste. We're always looking for valuable ways to love our community, which is why we go out of our way to meet people where they're at. When we join together, we are nourished and help each other grow.

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 – 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 and Google Suite 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