



the **Aliveness** project

JOB POSTING

FOOD SHELF MANAGER

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded in 1985, Aliveness provides important supportive services such as emergency food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

Title: Food Shelf Manager

Reports to: Director of Nutrition and Wellness Programs

Purpose:

The Food Shelf Manager contributes to the fulfillment of The Aliveness Project's mission by overseeing all aspects of Food Shelf preparation and distribution at The Aliveness Project. This includes purchasing, planning and conducting food drives, program review with the Director of Nutrition and Wellness Programs, and working with special food shelf distribution programs.

Duties include:

- Shopping, ordering and acquisition of food and supplies for Food Shelf Program in accordance with Ryan White Food Service Standards and The Aliveness Project Healthy Foods Policy.
- Supervision of Food Shelf Assistant and volunteers. Provide positive feedback and constructive criticism when needed. Work with Volunteer Manager on volunteer assignments.
- Ensure proper maintenance of equipment, storeroom, and food shelf area according to rules of MN Health Department codes and basic safety. Follow up and work with the Director of Nutrition and Wellness Programs on maintaining required licensing procedures.
- Maintenance of records for accounting and program reports, such as vendor order forms, invoices, member usage, budget information, grant reports, and other records.
- Work with community contacts as necessary for food procurement.
- Plan and coordinate food shelf drives with community organizations and businesses.
- Provide and maintain an open, warm and welcoming environment to all members accessing the Food Shelf.
- Ensure completion of membership renewal documentation and follow up on instances of incomplete documentation.
- Review aliveness.org e-mail during work shifts.
- Attend monthly staff meetings and other meetings as required.
- Perform other responsibilities as required or assigned.

Education and Experience:

- High School diploma or GED preferred.
- Experience in food handling, purchasing and storage.

- Basic knowledge of MS Word, MS Excel, MS Outlook, database software and online/web applications.
- Knowledge of and sensitivity to HIV/AIDS and experience working with people living with HIV preferred.
- Bilingual (English/Spanish) preferred.

Knowledge, Skills and Abilities:

- Respect for HIPAA-protected member information and ability to maintain confidentiality.
- Ability to work effectively within a diverse community.
- Capacity to foster a customer-centered environment for members accessing the food shelf.
- Skill in responding to special needs presented by members (e.g. emergency food requests, conflicts).
- Ability to secure contributions and build relationships with external partners.

Physical Requirements/Work Environment:

While performing the duties of this job, the employee is frequently required to sit; stand; walk (occasionally on slippery or uneven surfaces); exert up to 50 pounds of force to move boxes of supplies or other items; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee will need to be able to articulate, hear and be heard across phone lines. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally work in temperatures above 100 degrees and below 32 degrees.

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities or special needs to perform essential functions.

NOTE: The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Hours: Monday 9am-4pm, Wednesday 9am-5pm, Friday 9am-4pm (22 hours/week), occasional coverage as needed.

Compensation: \$15-17/hour, depending on experience

Apply by Wednesday, May 15, 2019. Send resume and cover letter to Laura Hutchinson, Director of Nutrition & Wellness Programs: laurah@aliveness.org.

Equal Opportunity Employer

The Aliveness Project is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, and gender expression, religious creed, disability (mental and physical) including HIV, AIDS, and AIDS-related conditions, medical condition (including cancer and genetic characteristics), genetic information, age, marital status, sexual orientation, military and veteran status, or any other characteristic protected by federal, state or local law.

People of color, women, trans and gender-nonconforming people, and applicants with backgrounds and lived experiences connected with The Aliveness Project's mission and/or who personally identify with the community groups we support are strongly encouraged to apply.