



Open Arms of Minnesota Job Description: Baker and Volunteer Ambassador

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 4,700 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,400 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: May 21, 2024

Closing Date: Until filled

Position Overview:

The Bakery is responsible for producing around 12,000 – 15,000 items per week. This is a full-time and hourly position that contributes to the fulfillment of Open Arms' mission by providing assistance with food production tasks on a regular basis and occasional catering or special events. Unlike many baker's positions, this position extensively interacts with the general public and much of the job is greeting, checking in with, and thanking volunteers in the OAM kitchen. This position is a part of a team that is responsible for recipe research and development, food safety and sanitization, overall Bakery cleanliness and organization, and management of volunteers in the Bakery. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients and fellow team members.

Primary Job Responsibilities:

- Handle daily baking production, assistance and participation with Special Events such as Moveable Feast, Pop-up, Toast, Catering etc.
- Utilize specialized bakery equipment
- Assign tasks to volunteers in relation to daily food production
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, and helpful attitude
- Work with volunteer services to set up special programs and tasks for special groups (corporate, youth, special needs, etc.)

- Teach volunteers basic Baking and food safety skills so they can be productive and safe in the kitchen
- Maintain a work environment that is safe, respectful and productive for everyone
- Identify and resolve ongoing Bakery production issues
- Establish quality standards in Bakery production, packaging and storage
- Assist in the creation and implementation of new menus and recipes
- Control food waste
- Work as a team player and step in when needed

Requirements:

- At least 5 years of experience as professional baking experience or equivalent, including menu planning
- Experience in high-volume bakery production
- Excellent culinary abilities
- ServSafe Certified
- Great organizational skills and ability to adapt quickly to the changing needs of the business
- A demonstrated commitment and understanding of high customer service
- Ability to work independently and as part of a team
- Ability to multi-task and keep composure while working under pressure during busy periods
- The ability to maintain a positive attitude and cheerful demeanor in stressful situations
- High work ethic and demonstrated reliability
- Flexible schedule with ability to work during hours of operations, including occasional weeknights or weekends
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs
- The drive and ability to learn new techniques and skills
- Ability to be energizing and contribute to a positive team environment
- Ability to communicate verbally and in writing in English
- Sensitivity and commitment to diversity and ability to work respectfully with a wide array of co-workers and members of the community
- A passion for the mission and values of Open Arms

Physical Requirements:

- Ability to communicate verbally and in writing in English
- Able to frequently lift and carry food, beverage, and other items greater than 35 pounds, stand for long periods of time, and able to transport up to 70 pounds
- Able to stand, sit, walk, bend, stoop, and twist. Requires full range of motion, manual dexterity, and eye-hand coordination. Requires corrected vision, full color vision, sense of smell and taste, and hearing to normal range
- Able to operate a variety of kitchen appliances, tools, and utensils, and to operate office equipment and software programs

Reports To: Bakery Manager

Pay Rate: \$23.00 per hour

Location: Minneapolis MN 55404

Hours: 40 hours per week

To Apply:

Please send a resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis MN 55404
- Call: 612-465-9793

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer