



**Open Arms of Minnesota Job Description:
Inventory and Receiving Specialist
St. Paul Kitchen**

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: June 7th, 2024

Closing Date: Until filled

Position Overview: This full-time, hourly position contributes to the fulfillment of Open Arms' mission by providing ongoing organization of outgoing orders, inventory of meals and ingredients in house. These tasks include counting meals, maintaining inventory of meals in freezers and coolers, ingredients in all storage areas. This position will work in cold environments 75% of the time. In addition, this position supports the kitchen team in maintaining a clean work environment and may assist with daily clean up. 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 Responsibilities:

- Inventory frozen meals and ingredients and update inventory sheet on a monthly basis.
- Organizes Dry storage, freezers and coolers daily.
- Is an active participant with the finance team in inventory and fiscal tracking.
- Receive and check in all orders from vendors against invoices throughout the day and put away ingredients in appropriate locations.
- Practice FIFO upon receiving orders from vendors.
- Works with the Logistics and Volunteer Engagement Teams to ensure proper assembly of client meal packs.
- Ensure that all packed meals and completed bags are accurately labeled and tagged.
- Track expiration dates on packed meals and ingredients and communicate as necessary to the Food Services Manager.

- In collaboration with the Food Services Manager, ensure all dry storage, warehouse, and freezer areas maintain floorplan and organization guidelines to support operations.
- Maintains a work environment that is safe, respectful, and productive for everyone, including staff and volunteers

Other

- Demonstrates a high level of customer service and professional behavior.
- Helps 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 at all times.
- Other related duties as assigned by Food Services Manager.

Requirements:

- Knowledge of food safety requirements.
- Basic culinary skills.
- Familiarity with MS Outlook, Excel, Word, and other computer programs.
- Experience in a high-volume commercial environment.
- A demonstrated commitment and understanding of high customer service.
- Good communication and human relation skills, with a positive attitude and friendly demeanor with clients, volunteers, and the general public.
- The ability to multi-task and maintain a positive attitude in stressful situations.
- High work ethic and demonstrated reliability.
- Great organizational skills and ability to adapt quickly to the changing needs of the business.
- The drive and ability to learn new techniques and skills.
- Ability to work independently and as part of a team.
- High work ethic and demonstrated reliability.
- Ability to communicate verbally and in writing in English.
- Flexible schedule with ability to work occasional weeknights or weekends.
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.
- 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 up to 50 pounds and able to transport up to 70 pounds.
- Able to periodically lift 50+ lbs. over-head.
- Able to climb a ladder and work above ground.
- Able to work on feet and to sit for long periods of time.
- Able to work in a cold environment for up to 75% of shift.
- 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 standard loading dock equipment (pallet jack, carts).

- Able to operate standard office equipment such as telephone, computer, printer and copy machine.

Reports to: Food Services Manager

Pay Rate: \$22.60 per hour

Location: St. Paul, MN 55408

Hours: Full Time

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

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, pet insurance, commuter-transit and parking, 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