



Logistics Coordinator (Full-Time, Non-Exempt)

Be the warehouse guru for Valley Outreach by joining our team as the Logistics Coordinator! Manage the flow of food from start to finish, ensuring only the best goes into the hands of the people we serve. Transport food, coordinate deliveries, receive orders and inspire volunteer teams in organizing, sorting and displaying product. Support processes that keep our warehouse spaces organized, safe, and clean.

We Have:

- An organization that is an innovator and one of the leaders in the Food Shelf sector in Minnesota, with new initiatives like SuperShelf and collaborations with key community partners.
- A small but mighty staff with a lot of heart, humor, energy, and brain power. We work together, doing so much more than we could individually.
- Health insurance, retirement (with a match!), and PTO time.
- Cake (for your birthday).

You Have:

- A supportive and complementary work style. You excel when working in partnership with your supervisor and coworkers on this mission focused work.
- High-energy and drive to accomplish regular tasks at a fast pace, and the ability to shift gears effortlessly and with good humor.
- Hard-working attitude and an aptitude for manual work. You are happiest when on your feet, moving, and physically active.
- Excellent customer service. You are friendly and approachable while working with diverse individuals and groups.
- The ability to lead and inspire program volunteers who bring ideas and questions. You provide support and direction for their work.
- A schedule you love. You thrive on a schedule with variety.

Logistics Coordinator Job

The Logistics Coordinator works closely with the Program Manager and Director of Programs to ensure food and clothing are provided to our clients in a timely manner with respect and dignity, and a focus on quality. Duties include, but are not limited to, the following:

Inventory Management/Support

- Manage the incoming and outgoing food stream and flow
- Receive daily food deliveries from various sources, including food rescue, purchased product and donations; unload and stock warehouse and food shelf
- Ensure product is properly sorted, stored and organized, following first in, first out for incoming food and handling food under food safety requirements, and checking for quality
- Manage food and product waste, complying with compost, trash and recycling guidelines
- Support, train and oversee an all-volunteer warehouse crew in unloading and loading, sorting, arranging, stocking and disposing of food

- Oversee, stock, and replenish food during walk-in services hours, ensuring product is moving as needed to clients
- Stage food as needed for daily programs, preparing it for the food shelf area

Warehouse Coordination

- Coordinate with the Program Manager on systems and processes in the food shelf and clothing closet warehouse spaces
- Support and train volunteer groups in warehouse
- Assist with food and clothing donations and drives by receiving donations, assisting donors and providing receipts
- Collaborate with the Program Manager on general warehouse operations, including but not limited to cleanliness, organization, safety and compliance, and volunteer supervision

Transport/Driving

- Pick up and transport food rescued from retail stores
- Work with volunteer drivers to answer questions, assist with routes, and provide supervision regarding driving and food pick up
- Occasional pick up of other food and clothing as needed

Qualifications & Experience

- Experience preferred in one or more of the following: Logistics/operations, warehouse, food handling, nonprofit programs
- Ability to multi-task in a fast-paced and changing environment.
- Food Safety Certified (or completion of certificate within 60 days of employment, employer paid)
- Excellent customer service and interpersonal communication skills.
- Strong understanding of working with individuals of differing ages, races, and socio-economic backgrounds.
- Physical ability to load and unload boxes and bags on a daily basis, lifting 50+ pounds regularly, and remain standing for long periods of time.
- Valid driver's license and car required.
- Ability to work closely and communicate effectively as part of a team.

Salary Range: \$32,000-36,000

Work Hours

Monday, Wednesday and Friday 7 am to 3 pm; Tuesday and Thursday 10:00 am to 6 pm. Schedule may vary occasionally due to program needs. Flexibility to accommodate evening and weekend hours when required.

Competitive salary and benefits based on qualifications. To apply, send letter of qualification and resume to jobs@valleyoutreachmn.org.

About Valley Outreach

The mission of Valley Outreach is to create opportunities for all to thrive through basic needs services, resources and partnerships.

Founded in 1983 as the St. Croix Valley Emergency Food Shelf, Valley Outreach is a community-based, privately funded nonprofit serving our St. Croix Valley neighbors who, for a variety of reasons, find themselves in need of basic necessities.