



urban outreach
anti-trafficking
est. 1987

- Position:** **Food Distribution Manager**
- Employer:** **Source MN**, located in south Minneapolis, is a faith-based, non-profit organization (See SourceMN.org)
- Mission:** Through urban outreach and anti-trafficking efforts, Source empowers the at-risk and unreached to make a break from the past and build foundations for the future
- Summary:** Work with our Urban Outreach Coordinator to manage our food shelf inventory and distribution and the weekly meal/snack bag distribution
- Hours:** 15-20/weekly (includes Wednesday evenings and Saturday mornings)
(Additional hours may be available if applicant is willing to take on increased responsibilities)
- Pay:** \$16-18 (depending on experience and qualifications)

Responsibilities:

- Order, receive and organize food for our food shelf
- Oversee and schedule hourly food distribution staff and volunteers
- Oversee food shelf facility, storage, kitchen, cleaning and preparation for distributions
- Oversee our check-in process for food shelf recipients
- Report food shelf statistics to the proper agencies as required

Qualifications:

- Possess a current and valid State of Minnesota driver's license
- Have good interpersonal skills and able to lead a team and interact with all levels of staff
- Possess good communication skills, ability to hear and speak clearly
- Responsible, self-motivated and able to work independently
- Basic computer skills, reading comprehension, problem solving, customer service skills, flexibility, able to work well in a multi-cultural environment
- Ability to speak Spanish desired
- Physical demands include flexibility (stretching, bending), lift up to 20 pounds

IF INTERESTED, PLEASE SEND YOUR RESUME TO

CAREERS@SOURCEMN.ORG