



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 initiatives like SuperShelf and collaborations with key community partners.
- A fast paced, constantly shifting environment that keeps up with the ever-changing needs of our clients and communities.
- A small but mighty staff with a lot of heart, energy, and brain power. We work together, doing so much more than we could individually.
- Great opportunities for continuing your own professional development throughout the year.
- Health insurance, short-term disability 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, volunteers 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.
- Ability to think creatively in building systems and processes – while you are always ready to work hard, you are also skilled at finding ways to “work smarter not harder”.
- A schedule you love. You thrive on a schedule with variety, sleeping in some mornings and getting home by 5 other days.



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 (60%)

Manage the incoming and outgoing food stream and flow in close collaboration with volunteers.

- Support, train and oversee an all-volunteer warehouse crew in unloading and loading, sorting, arranging, stocking and disposing of food
- 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
- 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

Food Rescue – Driving/Pickups and Coordination (20%)

Coordinate all aspects of food rescue including pickups, volunteers, inventory and store relationships.

- Pick up, transport and unload food rescued from retail stores – leveraging volunteers for some routes and also doing direct pickups yourself
- Work with volunteer drivers to answer questions, assist with routes, and provide supervision regarding driving and food pick up
- Monitor, train and ensure food safety standards and processes
- Foster and develop strong relationships with managers and employees at food rescue stores as well as Food Rescue staff at Second Harvest Heartland
- Occasional pick up of other food and clothing as needed

Warehouse Coordination (15%)

Oversee key warehouse operations.

- Motivate, work alongside, and provide training and support to volunteers in the warehouse
- Help develop systems and processes to improve operations, efficiency, and outcomes
- Receive and record donations; assist and thank donors and provide receipts
- Collaborate with the Program Manager and volunteers in key warehouse functions including but not limited to maintaining cleanliness, organization, safety and compliance

Other Program and Organizational Support (5%)

- Provide support as needed to general program operations i.e. “To Go Market”, greet shoppers, answer questions, etc.
- Participate in team meetings and broader organizational events and efforts



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.
- Ability to work closely and communicate effectively as part of a team
- 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.

Work Hours

Monday, Wednesday and Friday 7:30 am to 3:30 pm; Tuesday and Thursday 11:00 am to 7:00 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.

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

About Valley Outreach

Valley Outreach's mission: We help people move their lives forward through basic needs services and personalized support.

Founded in 1983, Valley Outreach is the only non-profit in the area that provides clients with a range of support - whether they need food, clothing, or help navigating resources during challenging times. We've learned a lot over the years, but nothing more important than this: everybody needs help. And as long as there's need, Valley Outreach will be here, taking care of our community and making us all a little healthier, stronger and more stable.