



EVERY MEAL

FIGHTING CHILD HUNGER

POSITION TITLE: Supply Chain Associate - Driver

ORGANIZATION SUMMARY: Every Meal exists to fight child hunger through community and school partnerships. Through our network of community partners, we work hard to get food to kids who live in food insecurity, which means they don't always know where their next meal is coming from. Every Meal strives to make a difference in children's lives by specifically focusing on food "gaps" - the times when the children aren't at school to access the meal programs. We have had tremendous growth in the last ten years, going from serving one school to over 500 distribution sites, but there are still 300,000 kids in Minnesota who don't have enough to eat.

Every Meal develops and supports successful partnerships between sponsoring community organizations and schools in need. This partnership-based model has allowed us to make a broad and sustainable impact in the fight against child hunger, because we believe that it is not a supply problem, but a distribution problem.

MISSION:

Fight child hunger through community and school partnerships.

VISION:

Every Child. Every Meal. TM

VALUES:

- **Relationships:** All our work relies on intentional relationships. We take care of each other and work together to best fight child hunger in our community. At Every Meal, relationships are key to learning, building, and taking action to create an organization and culture that is welcoming, inclusive, and anti-racist.
- **Commitment:** Ambition and drive are fundamental aspects of our mission and program, and we must employ them every day. We recognize that mere adequacy does not align with our mission. To be a dynamic team, we need versatility and a commitment to getting the job done.
- **Thoughtful Communication:** We use thoughtful communication in all our interactions by being timely, informed, purposeful, and on-brand.
- **Positive Impact:** Our actions must deliver a positive and equitable impact on children and the community through measurable results, continuous improvement, and a dignified experience. We always strive for program growth to provide more nutritious, delicious, and relevant meals to more children through community engagement and innovation.

Every Meal intentionally creates a team-focused environment. While our departments and staff have areas they specialize in, we have a regular practice of events and activities that allow our staff to engage in activities outside of their specialties. For example, staff might help set up and facilitate a mobile packing event or talk to donors during a donor event. While these activities don't happen often, they help us all have a more complete perspective on our organization and recognize that we can't feed more children without working together to accomplish our goals.



POSITION SUMMARY: The Every Meal Supply Chain Associate - Driver contributes to our mission by supporting the Supply Chain Department in ensuring meals are safely delivered to community partners in Minnesota. This role will interact with personnel at partner locations on a regular basis and will provide timely, attentive, upbeat service and will make sure needs are met in a manner that reflects positively on Every Meal and supports the development of lasting relationships. In our warehouse, the Supply Chain Associate works with others in building delivery orders, managing inventory counts, and support with warehouse organization, cleanliness, and inventory moves. Every Meal reserves the right to alter job duties at any time, with notice.

KEY RESPONSIBILITIES:

- Model Every Meal core values to all internal and external partners.
- Ensure all position related processes are understood and followed.
- Pick up and deliver food throughout Every Meal's network.
- Adhere to all safe driving practices including speed limits and traffic laws.
- Pick up and deliver non-food items to support Every Meal's mission.
- Ensure vehicles are clean and orderly after each use.
- Support the Supply Chain Department to ensure overall effectiveness of the operation.
- Support Supply Chain Department in managing warehouse tasks including packing event reconciliations, inventory counts, and building delivery orders.
- Support Supply Chain Department in organization and maintenance of the Every Meal warehouse areas to maximize capacity and minimize product handling.
- Provide support to off-site (non-Every Meal space) packing events.
- Ensure food is checked for expiration dates and rotated accordingly.
- Represent Every Meal in the community at various events/activities.
- The above are key responsibilities and do not necessarily include all responsibilities of this role.

QUALIFICATIONS:

- Demonstrated understanding of and agreement to Every Meal's mission to fight child hunger through community and school partnerships.
- Demonstrated understanding of and agreement to Every Meal's values.
- Capable of safely operating Every Meal's 26ft dock level straight truck (non – CDL).
- Class B is preferred; otherwise, able to attend classes and obtain a class B license within 6 months of employment. (Class would be paid by Every Meal).
- Able to respectfully communicate and work with diverse community groups varying in age, religious beliefs, ethnicity, and ability level.
- Flexible, adaptable, and able to solve problems.
- Forklift experience preferred: training and certification provided by Every Meal.
- CPR/First Aid/AED certified; training provided by Every Meal if necessary.
- Ability and willingness to continuously learn Every Meal Supply Chain systems.
- Positive self-starter, independent, thoughtful, and motivated.

TRAVEL REQUIREMENTS:

- Regular access to a reliable vehicle or ability to use public transportation.
- A clean driving record maintained throughout employment.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and reach with hands and arms. The employee is required daily to stand, walk, and sit; the



employee is required to climb or balance; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust visual focus. Specific hearing abilities required by this job include the ability to hear and understand spoken conversations in close and far range in a loud warehouse environment.

- Ability to climb a truck ladder and work above ground level.
- Ability to complete job requirements in difficult weather conditions such as excessive cold, rain, heat, etc.
- Ability to pass a DOT Medical Exam preferred.
- Ability to use a computer, phone, keyboard and other technology regularly to complete job requirements.
- Ability to push, pull, and lift a minimum of 30 lbs. regularly.
- Ability to bend, twist, and use fine manual dexterity.

SUPERVISED BY: Logistics Manager

HOURS: Monday through Friday 07:00 a.m. start, occasionally scheduled evenings/weekends.

STATUS: Non-Exempt; 40 hours/week

ADDITIONAL BENEFITS:

- 5 weeks general PTO, accrual based per pay period
- 10 Paid Holidays
- 16 hours volunteering outside of Every Meal
- 6 Summer Fridays off with pay
- Flexible work environment
- Medical/Dental/Vision Group Benefit Plan
- Video and in-home primary care clinic Eligibility
- Short- & long-term disability
- Organization match of Retirement Plan
- Life Insurance
- Cell Phone Allowance

Equal Employment Opportunity

Every Meal is an equal opportunity employer committed to equal employment and advancement opportunities for all. Employment decisions at Every Meal are based on community needs, job requirements and individual qualification. People of Color, LBGTQ, Veterans, and those with disabilities are encouraged to apply. Every Meal is committed to achieving a diverse workforce and to the growth and development of individuals from the communities we serve. We are continually working to improve being an organization that is welcoming, accepting, and equitable for those on our team, our partners, and the community, especially the part of our community that is BIPOC and/or traditionally and/or currently marginalized.