



Nutritional Services Coordinator Job Description

Job Title:	Nutritional Services Coordinator	Job Category:	Community Outreach
Department/Group:	Nutritional Services	Job Code/ Req#:	
Location:	Hub Warehouse	Travel Required:	N/A
Level/Salary Range:	Compensatory on experience	Position Type:	Full-Time (80 hrs. /pp.)
HR Contact:	Jade Adams	Date Posted:	9/5/2023
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
External Posting URL:	http://thesannehfoundation.org/about-us/careers/		

The Sanneh Foundation

The Sanneh Foundation (TSF) is a Saint Paul, Minnesota based 501(c)(3) created to serve the holistic youth development needs of the increasingly diverse Twin Cities metro. TSF is a youth -oriented organization with a dual track model focusing on participants (clients) and providers (organizational staff) to support both entities and to launch their careers.

TSF empowers youth by supporting and promoting educational attainment through in-school and after-school support, improve lives by providing programs that strengthen physical health and social and emotional development, and unite communities by advancing diversity, equity, and community well-being.

Mission:

The mission of The Sanneh Foundation is to Empower youth, Improve lives, and Unite communities.

Vision:

TSF's nationally recognized youth advancement programs focus on education, health/wellness, and community, which are mainstream in the Twin Cities Parks/Recreation and school systems.

Values:

- Building Community
- Caring & Compassion
- Diversity & Inclusion
- Education
- Integrity
- Inspiring Excellence
- Innovation & Leadership
- Fun
- Character Building

OVERALL DESCRIPTION

This key position is an excellent opportunity to join a rapidly expanding nonprofit committed in areas of Education, Health & Wellness, and Community. This position reports to the Director of Operations of the Sanneh Foundation (TSF). This full-time position is responsible for supporting all nutritional services programming, as well as data reporting. The Nutritional Services Coordinator ("NSC") will coordinate planning of day-to-day nutritional services programs that include both on-site distributions and deliveries. The NSC will coordinate all front-end volunteers and service partners to ensure all distributions are running smoothly and effectively under the direction of the Nutritional Services Manager.

ROLE AND RESPONSIBILITIES

- Supervise nutritional services staff and volunteers to refine daily food shelf processes and procedures:
 - Food ordering from food banks and produce distributors
 - Data entry and registration
 - Coordinate food shelf participants with intake and screen for community resources
 - Create calendars, flyers, schedules
 - Unloading trucks & assisting with food box packing and distribution set up.
- Lead Mobile Food Shelf Events: planning monthly mobile food distributions
- Represent TSF to support and/or establish collaborative relationships with businesses, churches, other organizations and individuals interested in donating food and/or product and/or volunteering to Conway Park or TSF.
- Track weights and donations of all food.
- Coordinate donor communications.
- Load, unload, and stock product. This position is physically demanding and requires repeated lifting of up to 50 pounds.
- Follow safety guidelines to minimize risk exposure to TSF.
- Perform other tasks and duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree in Social Work or related field or 2 years Post-Secondary Education plus work experience.
- Ability to communicate positively with a diverse community.
- Cooperative team member who can also work well independently.
- Possess problem solving skills.
- Proficient in Google Sheets, Calendar, Drive and Docs.
- A valid Minnesota driver's license and reliable transportation.

DESIRABLE QUALIFICATIONS

- Bilingual in Spanish or Hmong.
- Food Shelf or Nutritional Services Experience.
- Advanced knowledge of Google Suites.
- Robust understanding of the holistic needs of the community.
- Volunteer Management.

ADDITIONAL NOTES

- Experience working with diverse populations.
- Excellent written and oral communication skills.
- Results-driven and skilled in continuous improvement processes.
- Strong organizational and leadership skills.
- Ability to be flexible and work well under pressure in a fast-paced, multitasking environment.
- Emotional maturity and adaptable to workload demand(s) and requests are required.
- Flexibility to work outside of normal business hours if necessary.
- Ability to utilize complete discretion while handling confidential and sensitive information.

Physical Demands and other notice

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to forty pounds. Primary functions require sufficient physical ability and mobility to move, sort, and distribute food; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate pallet jacks and other equipment; and to verbally communicate to exchange information. VISION:

See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact us at: 651.690.4855

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. THIS POSITION DESCRIPTION IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS

Reviewed By:		Signature & Date:	
Approved By:	Brandon Griffin	Signature & Date:	
Last Updated By:	Kim Werst	Signature & Date:	

TSF Nutritional Services Coordinator September 5 2023

