



## Nutritional Services Staff Job Description

<b>Job Title:</b>	Nutritional Services Staff	<b>Job Category:</b>	Community Outreach
<b>Department/Group:</b>	Conway Park	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Conway Community Center	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	Compensatory on experience	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Jade Adams	<b>Date Posted:</b>	Internal posting
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Until filled

<b>External Posting URL:</b>	<a href="http://thesannehfoundation.org/about-us/careers/">http://thesannehfoundation.org/about-us/careers/</a>
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### 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 Nutritional Services Manager (NSM) of the Sanneh

Foundation (TSF). This part time position is responsible for supporting all nutritional services programming at Conway Park, as well as data reporting and partnership coordination. The Nutritional Services Staff (“NSS”) will support day-to-day nutritional services programs at Conway Park that include both on-site distributions and mobile deliveries. The NSS will support all front-end operations and ensure all distributions are running smoothly and effectively.

#### **ROLE AND RESPONSIBILITIES**

- Direct service support of daily nutritional services procedures:
  - Familiarizing oneself with weekly food distribution calendars and deliveries
  - Cleaning and tidying hub warehouse
  - Occasional data entry and registration
  - Assist food shelf participants with intake and screen for community resources
  - Loading and unloading trucks
- Assist Mobile Food Shelf Events:
  - Assisting volunteers with questions and ensuring proper food safety requirements are followed
  - Setting up tables, tents, and materials for food distribution.
  - Handing out products to participants in an equitable and joyful manner.
  - Monitoring the inventory and communicating any needs with the manager on site.
- Assist in tracking weights and donations of all food.
- 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**

- GED or two (2) years 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 Calendar and Google Sheets.

#### **DESIRABLE QUALIFICATIONS**

- Bilingual in Spanish or Hmong Preferred.
- Food Shelf or Food or Retail Experience.
- Community service or direct service volunteer work.
- Robust understanding of the holistic needs of the community.
- A valid Minnesota driver’s license and reliable transportation.

#### **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:	Brandon Griffin	Signature & Date:	

TSF Nutritional Services Staff August 9, 2023