

## **Minnehaha Food Shelf - Food Shelf Manager – Part time**

Minnehaha Food Shelf is seeking an experienced general manager who has a passion for our mission to feed, nourish and strengthen our community. The position will lead and manage our all-volunteer staff, order food from partner food banks, manage food inventory and distribution, oversee operations, and implement Standard Operating Procedures (SOPs).

### **About The Minnehaha Food Shelf**

We are a community-based food shelf dedicated to ensuring equitable access to nutritious food for all. We work together to serve those in need with dignity, respect, and care.

The Minnehaha Food Shelf has been fighting food insecurity in our south Minneapolis neighborhood for more than 20 years. We are supported by a coalition of six south Minneapolis churches. All are welcome regardless of religious affiliation. MFS is supported by individuals as well as local businesses, institutions, and nonprofits.

In 2025, we served an average of 283 households per week, serving 14,758 households over the year.

Food distribution is open to customers on Tuesdays from 10 a.m. to 3 p.m.

### **Position Overview**

**Working hours:** Four hours Monday mornings (delivery and setup) and eight hours Tuesday (delivery, final setup, customer visits and takedown), attendance at monthly board meetings and additional hours as needed on a flexible schedule. This position requires approximately 20 hours per week.

**Reports To:** Minnehaha Food Shelf Board of Directors

**Location:** Minneapolis, 55417

**Compensation:** \$25,000-\$30,000 salaried for approximately 20 hours/week

### **The Role**

The Food Shelf Manager will oversee the day-to-day functioning of the food shelf, implementing and maintaining Standard Operating Procedures (SOPs) for all aspects of food shelf operations, including food procurement, food handling, inventory management, volunteer workflows and opening/closing routines.

The Minnehaha Food Shelf has a strong volunteer base. We regularly engage more than 75 volunteers monthly. Individual volunteers assist with placing food orders, recording donations, maintaining financial records, coordinating weekly volunteer

activity, and organizing fundraising events. A strong component of this role will entail the leadership, mentoring, and engagement of our volunteer staff.

### **Key Responsibilities**

- Order food from partner organizations, coordinate deliveries
- Maintain accurate records of food distribution statistics and communicate this information as required to partner organizations
- Assist with the documentation of financial donations and manage food donations from community sources
- Oversee operations by stocking, organizing and maintaining a clean, safe environment
- Supervise food distribution and customer intake processes
- Ensure compliance with food safety standards, food shelf regulations, and organizational policies
- Supervise volunteers, including assigning tasks and coaching to ensure policies and standards are followed
- Conduct outreach activities and network with community organizations and nonprofit agencies to educate the community on the needs of the food shelf
- Network with other Twin Cities food shelf organizations, building relationships and sharing best practices
- Report regularly to the board of directors on operations, inventory, volunteer engagement, facility improvement needs, and any other operational matters

### **Qualifications**

- Experience in food pantries, nonprofit leadership, and/or community-based program management is preferred
- Strong leadership, organizational skills, process management, and communication skills
- Knowledge of food safety standards and inventory management practices
- Comfortable using technology for ordering, tracking and reporting.
- Able to regularly lift and carry up to 50 pounds and remain on your feet for extended periods
- A personality committed to managing and collaborating with our vast team of volunteers
- An understanding and responsiveness to the diverse needs of our multi-cultural customers.
- Conversational Spanish is a preferred

### **How to Apply**

Please submit your resume and cover letter, via email, to [minnehahafoodshelf@gmail.com](mailto:minnehahafoodshelf@gmail.com) with the subject line “Food Shelf Manager Position”.