



Position Title: Summer Meals Associate

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish body, mind, and soul. In our state-of-the-art kitchen, OAM staff members and more than 6,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 3,00 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Each summer, OAM functions as the sponsor for the Summer Meals Program. We partner with two sites, East Phillips Recreation Center and Little Earth Residents Association, to provide meals to neighborhood kids.

About the Summer Meals Program:

The Summer Meals Program is a federally-funded, state-administered program. The program reimburses providers who serve free healthy meals to children and teens in low-income areas during the summer months when school is not in session.

Position Description:

Through a partnership with Hunger Free America (HFA), Open Arms of Minnesota is seeking two qualified candidates to assist in the implementation, access, and quality of the Summer Meals Program. Responsibilities will include:

- Work with our neighborhood sites to deliver and distribute meals to children. Support site staff in maintaining records, fulfilling program requirements, and ensuring food safety.
- Maintain administrative records, including meal counts, food production records, and recipes.
- Support OAM kitchen in food preparation.

- Publicize the program in the neighborhood and conduct ongoing outreach.
- Conduct nutrition education activities that encourage healthier eating to both children and adults, as feasible.
- Assist with the implementation of our weekly meal delivery program, approximately five hours per week. Responsibilities may include packaging and preparing food, greeting volunteers, delivery, and other responsibilities as needed.

Requirements:

The ideal candidate will be outgoing, organized, and passionate about food justice, child nutrition, and hunger-related issues. Requirements include:

- High School Diploma or equivalent
- Must be 18 years or older
- Must be legally permitted to work in the US
- Active Minnesota driver's license and unrestricted for work-related driving
- Acceptable driving record and insurable under current policies
- The ability to drive a 15-passenger van, lift approximately 50 pounds and navigate stairs
- Food service experience & comfortable with preparing meals independently in the kitchen
- Strong organizational skills and familiarity with Microsoft Word and Excel
- Excellent communication skills, a warm, professional presence, and ability to work with neighborhood children, volunteers, site staff, and kitchen staff
- Ability to work in a fast-paced environment
- Telecommuting is not available for this role

Physical Requirements:

- Ability to communicate in English verbally and in writing.
- Able to operate standard office equipment, including computers.
- Able to sit for long periods of time and/or work on feet for long periods of time.
- Able to lift up to 50 pounds.
- Able to stand, sit, walk, bend, stoop, and twist. Requires full range of motion, manual dexterity, and eye-hand coordination.
- Must be able to drive all vehicles that are part of the OAM fleet, including a box-truck and a van.

Time Commitment: 10 weeks of service

Start Date: June 27th, 2022

End Date: September 2nd, 2022

Schedule: TBD. Hours will be between 8:00am-7:00pm. Minimum of 35 hours per week.

Pay Rate: Biweekly living allowance of \$575.40 and the choice between an education award of approximately \$1,300 OR end-of-service cash stipend of \$276.

To Apply: Please send resume and cover letter detailing pertinent experience to:

- OAM HR Email: Jobs@openarmsmn.org
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404