



Open Arms of Minnesota: Delivery Driver

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 3,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. 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

Open Date: August 7th, 2023

Closing Date: Until filled

Position Overview:

This full-time position contributes to the fulfillment of Open Arms' mission by delivering meals and food items to program clients, between our Minneapolis and St. Paul kitchens and to other organizational partners as needed. Anticipated hours are Monday-Friday, in the 8a.m. to 5 p.m. window, with the ability to start at either Minneapolis or St. Paul depending on the location of vehicles and delivery schedule for the day. Flexibility to work operational hours and occasional evenings or weekends as needed. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

Primary Responsibilities:

- Accurately and efficiently deliver to clients and other organizational partners as well as transporting food and equipment between OAM kitchens in Minneapolis and St. Paul as regularly scheduled and on an "as needed" basis.
- Build strong relationships with the partners, volunteers, and clients you meet while on delivery.



- Represent Open Arms' values and mission through high customer service and a friendly, efficient demeanor while working with corporate, faith-based, and hospital satellite partners, as well as volunteers and clients.
- Maintain strict attention to detail, quality and safety when loading and unloading products from vehicles; ensure that items are properly stacked and secured inside the delivery vehicle.
- Ensure proper temperatures and food safety standards are upheld.
- Must be comfortable driving a box truck and using pallet jacks and warehouse stacker as needed.
- Chart out appropriate route for delivery on the map or GPS and drive vehicle to the point of delivery by using the best possible route.
- Bring returned product back to Open Arms in the same condition it was in when it originally left the building.
- Ensure that delivery receipts or other required documentation are signed.
- Fill in pertinent information such as mileage and delivery time in logbooks.
- Inform the Logistics Department of any problems or complaints from clients or others.
- Make sure that speed limits and safe driving practices are adhered to.
- Check vehicle for possible wear and tear and keep gas tank always filled to at least ¼ of capacity.
- Report any mechanical problems or damage to vehicles to supervisor.
- Provide help to the Logistics Team onsite as needed, including meal pack-out process, and delivery/route preparations.
- Assist in the cleaning and maintenance of delivery equipment such as cooler bags as needed.
- Gather supplies from the St. Paul warehouse and kitchens and transport as needed to our Minneapolis kitchen.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, and helpful attitude at all times.
- Be a Champion of our mission, purpose, and values.
- Work as a team player and step in when needed.
- Other related duties as assigned.

Requirements:

- Active Minnesota driver's license and unrestricted for work-related driving.
- Acceptable driving record and insurable under current policies.
- 21 years of age or older.
- Ability to read maps and follow written and verbal navigation instructions.
- Ability to understand and obey all traffic laws.



- Ability to safely operate box truck and use warehouse and other equipment, including pallet jacks and warehouse stacker.
- A demonstrated commitment and understanding of high customer service.
- Good communication and human relation skills, with a positive attitude and friendly demeanor with clients, volunteers, and the general public.
- Strong organizational skills and ability to work successfully both independently and collaboratively as part of a team.
- The ability to maintain a positive attitude and cheerful demeanor in stressful situations.
- Good time management and organizational skills.
- High work ethic and demonstrated reliability.
- Flexibility to work on two different worksites.
- Availability to work during hours of operations and flexibility to work occasional weeknights or weekends.
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.
- Sensitivity and commitment to diversity and able to work respectfully with a wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to drive a van and a box truck.
- Able to frequently lift and carry food, beverage, and other items greater than 50 pounds, and able to transport up to 70 pounds.
- Able to periodically lift 50+ lbs. overhead.
- Able to work on feet and to sit for long periods of time.
- Able to stand, sit, walk, bend, kneel, crouch, stoop, and twist. Requires full range of motion, manual dexterity, and eye-hand coordination. Ability to use hands and fingers to grasp, twist and pull. Requires corrected vision, full color vision, sense of smell and taste, and hearing to normal range.
- Able to climb a ladder and work above ground.
- Able to withstand external weather conditions.
- Able to operate standard office equipment such as telephone, computer, printer, and copy machine.

Pay Rate: \$20.00 per hour

Location: Minneapolis and St, Paul, MN



Hours: Full-time

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
- Call: 1-866-499-1630

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer