



**Open Arms of Minnesota:
Delivery Driver and Logistics Associate**

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 6,400 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 3,600 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: July 31st, 2025

Closing Date: Until filled

Position Overview:

This full-time position supports Open Arms' mission by delivering meals and food items to program clients, transporting between the Minneapolis and St. Paul kitchens, and delivering to organizational partners as needed. The role also assists with packout and other administrative tasks that help ensure clients receive their food on time. Typical hours are Monday through Friday, 8 a.m. to 4 p.m., with start times varying by vehicle location and delivery route. Flexibility to work occasional evenings or weekends may be required. As with all OAM staff roles, this position helps ensure volunteers and interns have a positive experience and is expected to consistently provide excellent customer service to guests, clients, and team members.

Primary Responsibilities:

- Accurately and efficiently deliver meals to clients and organizational partners, and transport food and equipment between OAM's Minneapolis and St. Paul kitchens on a regular and as-needed basis.
- Build strong relationships with partners, volunteers, and clients during deliveries.

- Represent Open Arms' values and mission through high-quality 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 a warehouse stacker as needed.
- Chart out the appropriate route for delivery using a map or GPS, and drive the vehicle to the delivery location 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 the gas tank filled to at least 1/2 capacity at all times.
- Report any mechanical problems or damage to vehicles to supervisor.
- Provide help to the Logistics Team onsite as needed, including the meal pack-out process, and delivery/route preparations.
- Assist in the cleaning and maintenance of delivery equipment such as cooler bags as needed.
- Support OAM at events when requested.
- Work as a team player and step in when needed.
- 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.
- Other related duties as assigned.

Requirements:

- Active Minnesota driver's license, and unrestricted for work-related driving.
- Acceptable driving record and ability to be insured 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 a box truck and use warehouse and other equipment, including pallet jacks and a warehouse stacker.
- Demonstrated commitment and understanding of high-quality customer service.
- Good communication and human relations skills, with a positive attitude and friendly demeanor when working with clients, volunteers, and the general public.
- Strong organizational skills and ability to work successfully both independently and collaboratively as part of a team.
- Ability to maintain a positive attitude and cheerful demeanor in stressful situations.
- Good time management and organizational skills.
- Strong work ethic and demonstrated reliability.

- Flexibility to work at 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 the ability 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, beverages, and other items weighing more than 50 pounds, and able to transport up to 70 pounds.
- Able to periodically lift more than 50 pounds 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 a 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 within a 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 a telephone, computer, printer, and copy machine.

Reports To: Senior Manager of Delivery and Logistics

Location: 380 E Lafayette Frontage Rd, St. Paul, MN 55107

Pay Rate: \$22.00 per hour

Hours: 40 hours per week

To Apply:

Please send a resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis, MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, pet insurance, commuter-transit and parking, 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