

DELIVERIES SPECIALIST

JOB DESCRIPTION



Position Type: Part-Time,
Non-exempt
Position Level: Specialist
Functions: Hospitality and
Production

ABOUT NO MORE EMPTY POTS

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

All candidates for NMEP positions are evaluated on “get it,” “want it,” and “capacity to do it,” and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP' mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

POSITION DESCRIPTION

NMEP seeks a customer service and detail oriented individual that can operate heavy equipment to join the team. The Deliveries Specialist will support NMEP by delivering meals and CSA's, in addition to catering orders, special event boxes and other delivery and transportation needs as assigned. The deliveries specialist must have an impeccable driving record. Skills to navigate complex logistics and challenges for direct-to-door neighborhood deliveries are critical. The program serves vulnerable individuals and families; interpersonal skills to navigate these challenges are critical. All NMEP personnel are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices. This position will report to the COO.

Candidates for the Deliveries Specialist position should resonate or identify with the following qualities and traits:

- Ability to effectively and proactively communicate internally and externally
- Positive mindset that sees opportunities in diverse experiences
- Be detail oriented and deadline driven
- Passion for doing work driven by community need
- Self-starting while working independently and proactively
- Motivation for taking on challenges and solving problems
- Drive to take individual ownership of and expand upon job duties
- Confidence to ask questions and take calculated risks

70% DELIVERY DRIVING

- Safely drive a refrigerated truck or other delivery vehicles
- Ensure product is appropriately received by customers or delivery site partners, including unloading product and moving it to the appropriate location
- Provide the highest quality customer service as the face of NMEP for many of our participants
- Effectively organize product and all delivery details to support a smooth and accurate delivery process
- Follow and enforce the highest standards of food safety, safe and secure handling of equipment, and sanitation practices to keep participants, personnel, products, and company property safe
- Communicate with NMEP staff, delivery site partners, and customers to quickly and effectively deliver all products
- Care for equipment and handle all end-of-day procedures such as storing undelivered product or providing communication updates to appropriate personnel

20% DELIVERIES COORDINATION

- Maintain consistent communication with delivery site partners to ensure up-to-date information
- Plan routes and other delivery details, communicating with other stakeholders as appropriate

- Communicate with other personnel who are driving and packaging to support a smooth and accurate delivery process

10% ADMINISTRATIVE

- Attend supervision and team meetings
- Respond to email and all communications in a timely manner
- Attend professional development training/workshops

OTHER DUTIES AS ASSIGNED

- Other duties as assigned

REQUIRED SKILLS, QUALITIES, AND EXPERIENCE

- Flexible schedule availability including weekends, evenings, and holidays
- Ability and resources to consistently arrive at work on time or work remotely
- A valid driver's license, access to transportation, and local travel are required

PREFERRED SKILLS, QUALITIES, AND EXPERIENCE

- Program design or project management experience
- Conversational Spanish fluency

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Occasionally operates a computer and other office equipment and supplies
- Constantly operates medium-size machinery including getting on and off a refrigerated truck lift
- Constantly moves in and out of a high-set truck cab
- Frequently moves product weighing up to 50 pounds
- This person must be able to work effectively in environments that are often loud, cramped, hot, or cold
- This person constantly communicates with staff, students, volunteers, vendors, guests to the program, and others about program and organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- Frequently positions self to reach products stored on high or low shelves

ADDITIONAL JOB DETAILS

- Compensation: \$18-24/hour
- Hours per week: Part-Time 10-25
- Reports to: COO

TO APPLY

To be considered for this position, please submit a resume and cover letter to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.