ABOUT MIRIAM’S KITCHEN

Miriam’s Kitchen works to end chronic homelessness in Washington, DC. We advocate for permanent supportive housing as a long-term solution, while meeting short-term needs by providing healthy meals and high-quality social services to individuals who are chronically homeless.

ABOUT THE POSITION

The In-Kind Donations Coordinator is responsible for agency-wide in-kind donation collections of food and goods.

Approximately seventy-five percent (30 hours/week) of the time will be devoted to collecting, sorting and logging food donations for the Meal Program. This also includes coordinating with kitchen team to inform of available ingredients to prepare meals; ensuring cleanliness and organization of the kitchen storage spaces; and engaging with vendors, suppliers, and donors to provide and maintain relationships through excellent customer service.

Approximately twenty-five percent (10 hours/week) of the time will be to collect goods such as clothing and sleeping bags that are distributed to our guests through the Social Services, Outreach, and Permanent Supportive Housing Programs. As needed, the position will also be responsible for scheduling donation pickups coordinated through the Development Department.

DUTIES AND RESPONSIBILITIES

- Collect, sort, and log all in-kind food donations (weigh, label & date) and food purchases & supplies
- Ensure cleanliness and organization of all food storage areas (shelving & refrigeration/freezers)
- Ensure all The Emergency Food Assistance Program (TEFAP) by Capital Area Food Bank (CAFB) is stored and properly labeled by regulations
- Maintain FIFO standards for all food storage areas
- Engage with vendors, suppliers & food purveyors to ensure timely and pleasant service
- Log all donations for auditing (in Excel or vendor systems/apps)
- Tracking and entering all donations from vendors & preparing monthly CAFB reports
- Must be able to work 1st & 3rd Sunday of each month (pickup donations) as needed
- Other duties as assigned
QUALIFICATIONS

Knowledge, Skills and Abilities

- Must be able to lift 50-80lb regularly
- Must be able to stand for extended periods of time
- Strong communication skills, particularly in translating tasks to untrained volunteers
- Engage with volunteers to ensure volunteer satisfaction and effectiveness
- Ability to work independently while also collaborating and communicating well with team members
- Strong time management skills
- Strong attention to detail
- Spatial planning (maximizing limited storage)
- Flexibility to effectively schedule/manage multiple and changing schedules for pick ups
- Good organizational skills
- Ability to effectively juggle multiple projects
- Problem solving skills
- A valid driver’s license and 1-2-year clean driving record – Minimum age 25 (for insurance coverage)
- Must be comfortable driving a cargo van in downtown, DC
- Computer skills; knowledge of Microsoft office, mobile phone apps
- People oriented with a heart to serve
- Willingness to do what needs to be done
- Strong interest in and commitment to ending chronic homelessness in DC
- An understanding of the structural and systemic causes of homelessness
- Comfort working with a diverse population with a variety of backgrounds and lived experiences

Experience

- At least one year of food industry exposure/experience
- Food Safe Certification requested. Will provide if needed
- Microsoft Office knowledge (Word, Excel, Outlook)

Benefits

Miriam’s Kitchen is proud to offer comprehensive benefits that support the continued health and wellbeing of our team including: 100% employer-paid medical, dental, and vision insurance; generous medical coverage for dependents; 100% employer-paid short-term disability, long term disability, and life insurance; employer retirement contributions; generous annual paid leave, and annual professional development funds for all full and part-time team members.

To Apply: Please submit your resume and cover letter to Jobs5@miriamskitchen.org with “In-Kind Donations Coordinator” in the subject line

Miriam’s Kitchen values diversity in thought and experience and is committed to assembling a diverse workplace. People of color, veterans, and LGBTQIA persons are strongly encouraged to apply.