

Distribution Manager



Position Overview

- Manage and maintain inventory for all fresh produce, frozen goods, and packaging items required for Liberty's Kitchen (LK), Top Box Foods (TBF), and the Healthy Corner Store Collaborative (HCSC)
- Facilitate distribution of goods on behalf of LK, TBF, and HCSC
- Track sales data for HCSC corner store operators in Baton Rouge

The Organization

For nearly ten years, Liberty's Kitchen has used food and hospitality as a platform to promote youth success and community building. Our employees are deeply committed to the organization because of our:

- Meaningful and purposeful mission
- Family-oriented environment
- Shared gathering around meals

We are guided by our mission, vision, and values:

MISSION

Liberty's Kitchen provides pathways for New Orleans young people to create and achieve their vision of success. Food-at the heart of our city's economy, culture, and future-is our chosen vehicle for change.

VISION

A community where all young people can succeed.

VALUES

Youth-Centered

We exist to be a platform for youth to create and achieve their vision of success.

Interdependent

"We are because you are." Our work in the kitchen, in the program, and in the community is highly collaborative.

Committed to Excellence

Overcoming entrenched social challenges requires vision, creativity, and effort equal to the scope of the problem.

Grounded in Racial Equity

Adverse conditions disproportionately facing youth of color are a legacy of structural inequality.

Distribution Manager



Key Responsibilities

The Distribution Manager will be responsible for:

- Manage and maintain inventory for all fresh produce, frozen goods, and packaging items required for Liberty's Kitchen (LK), Top Box Foods (TBF), and the Healthy Corner Store Collaborative (HCSC)
 - Manage and record intake of all fresh produce, frozen goods, and packaging supplies
 - Regularly monitor produce quality and inventory levels of fresh produce, frozen goods, and packaging supplies
 - Organize and maintain storage of all inventory items in accordance with all food safety regulations
 - Accurately track and record inventory items pulled for production and distribution among all outlets (Broad, Poydras, TBF, HCSC, G2G)
- Facilitate distribution of food items on behalf of LK, TBF, and the HCSC
 - Facilitate transportation of produce items and other necessary goods between Liberty's Kitchen Broad Street and Poydras Street locations
 - Facilitate distribution of LK catering orders to designated clients
 - Facilitate distribution of fresh produce and G2G items to HCSC corner stores in Baton Rouge
 - Facilitate distribution of grocery boxes to TBF community partners in Baton Rouge
 - Accurately record odometer reading and gas usage for all necessary distributions
- Track sales data for HCSC corner store operators in Baton Rouge
 - On a weekly basis, record inventory levels within HCSC corner stores
 - Assess quality and maintain appearance of produce in HCSC stores
 - Record and collect spoilage from HCSC stores

Desired Skills

- Proactive, organized, and ability to work efficiently independently and in team settings
- Maintain professionalism and provide excellent customer services

Details

- Part-time
- Must have valid driver's license and clear driving record
- Must be able to lift 50 lbs
- \$12.50 per hour

To Apply:

Email your resume and cover letter in a combined PDF (one document) to careers@libertyskitchen.org. Use subject line "Distribution Manager Application." No phone calls please.