



The [Minnesota Milk Bank for Babies](#) (MMBB), a nonprofit organization, collects, processes, and dispenses pasteurized donor human milk to premature and medically vulnerable infants. The mission of MMBB is to improve health outcomes of babies in Minnesota and surrounding states by ensuring that medically fragile infants have access to safe and nutritional donor human milk when mother's milk is unavailable or in low supply.

Date: March 3, 2025

Position Title: Logistics Assistant and Courier

Hours: Full-time/Part-time, 32-40hrs/wk. On-site. Hourly, Non-exempt. Occasional evenings and weekends.

Location: 2833 Fairview Ave N., Roseville, MN 55113

Reports to: Executive Director / Lab Manager

Job Summary:

Minnesota Milk Bank for Babies is seeking a detail-oriented and dedicated Logistics Assistant and Courier to join our team. The ideal candidate will be compliant with standard operating procedures to meet food safety licensing and accreditation standards. The position includes accurate shipping and receiving of inventory, careful packing of orders, safe and timely transport of donor milk and supplies to and from designated locations, and strong customer service skills with clients and donors. This role requires high attention to detail, strong organizational and communication skills, comfort with technology, excellent driving record, and the ability to work both independently and as part of a team to advance the mission of the organization. The driving area includes the seven-county metro area and some greater Minnesota destinations.

Key Job Responsibilities:

Logistics: Approximately 50%

- Work with Operations and Logistics Coordinator and Lab Manager/Depot Coordinator to carry out milk transfers from collection sites (depots) and process orders for hospitals, distribution sites, and outpatients.
- Accurately log and handle incoming milk for processing.
- Receive supplies and check packing slips for accuracy and intact contents
- Take inventory of donor milk and supplies communicating with Lab Manager and Team about inventory levels.
- Inspect incoming milk, organize, sort, and track the location of milk in freezers according to protocol.
- Monitor and log freezer temperatures in the production area.
- Enter data accurately into custom database management systems with high attention to detail.
- Process orders promptly and accurately using a custom data management system to locate and scan milk for outgoing shipments. Works with the team to ensure all orders are completed and ready for delivery or pickup.
- Pack orders according to protocols to ensure the safety of frozen bottles and appropriately label boxes for delivery and shipments.
- Follow safe dry ice handling procedures when picking up or shipping milk to clients.
- Clean coolers and insulated bags following food safety protocols.

Courier: Approximately 50%

- Operate vehicle safely following traffic laws. Driving in inclement weather may be required.
- Work with the Team to coordinate milk depot pickups and delivery of supplies and outreach materials.
- Pick up donor milk from depots or donors and deliver supplies as needed while providing excellent customer service in a courteous and professional manner. Able to do some outside metro area pick-ups.

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Our mission is to improve infant health outcomes by ensuring that medically vulnerable babies in Minnesota and the Upper Midwest to have access to safely pasteurized life-giving donor human milk when mother's milk is unavailable or in low supply.

- Deliver milk orders to clients safely, timely, and with care.
- Contact clients and donors to confirm delivery or pick-up details when necessary in a courteous manner.
- Establish and maintain excellent customer service relationships with clients and donors in person, by phone, or email.
- Maintain confidentiality of private information of donors and clients in accordance with HIPAA and organization policies.
- Safely operates vehicles following all traffic laws to transport milk and supplies to and from destinations.
- Load and unload orders and supplies using appropriate and safe techniques and care.
- Maintain milk transfer logs, vehicle log and maintenance records.
- Take delivery vehicle in for maintenance as assigned.
- Keep vehicle and shipping/receiving area clean according to schedule to ensure a clean and organized work environment to meet food safety standards.
- Report any concerns about vehicle and equipment malfunctions immediately.
- Attend required staff trainings and all staff meetings.
- Other duties may be assigned by supervisors.

Qualifications & Skills:

- Education – minimum of high school/GED diploma. Associates or Bachelors preferred.
- Ability to obtain ServSafe, current good manufacturing practices, HIPAA certificates paid for by the milk bank.
- Preferred experience in food service or production environments.
- Valid Minnesota driver's license with a clean driving record required. Position subject to background check and possible drug testing at any time.
- Proven experience as a delivery driver or in a similar role with the ability to drive longer distances when needed.
- Occasional evenings or weekend pickups or deliveries.
- Strong communicator and customer service skills and able to get along well with others.
- Familiarity with metro area roads and routes.
- Excellent time management and organizational skills and ability to meet deadlines.
- Strong attention to detail and high accuracy in documenting, logging, and data entry skills
- Ability to work independently and as part of a team.
- Familiarity and comfort with computer data management systems and technology.
- Has reliable transportation to assist with donor milk transfers until company vehicle is obtained.

Working Environment

- Small, independent non-profit in its fifth year of operation.
- Busy environment that is team-based with staff cross-trained to perform multiple duties.
- Monday to Friday work required on site.
- Potential for job growth and cross-training in other areas of operations.

Physical Activities

- Able to walk, stand, and move adeptly during course of day.
- Able to lift 25 lbs regularly and up to 45lbs.
- Position requires contact with cleaning chemicals. PPE provided.

Benefits

- Health insurance, life, disability. Paid holidays, PTO/ESST, and paid training.
- Mileage reimbursement at the current IRS rate until company vehicle obtained.
- Opportunities for professional growth and skill development.
- A supportive and collaborative work environment.

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Job Type: Part-time or Full-time, on site.

Pay: \$19.00 - \$21.00 per hour

Expected hours: 32-40 hours per week

Shift: Monday – Friday, day shift, 7:30am-4:00pm or 8:00am-4:30pm

Work Location: In person, on-site.

Note: *Employees are held accountable for all duties of this job. While the description is intended to reflect the current job, other tasks may be required if circumstances change due to staffing levels, rush orders, weather issues, etc.*

Apply at MMBB's [Indeed.com](https://www.indeed.com) page. Submit resume and 2-3 professional references, one of which should be a manager, supervisor, or instructor. Skills test to complete for data entry accuracy. Background check will be conducted for those who work for the milk bank. Position will remain open until a suitable candidate is hired.

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