Job Title: Assistant Director Food Safety, Logistics **Status:** Full Time, Exempt
Salary Range: $46,448 - $65,605

Organization/Position Summary:

The Milk Bank (TMB) is a non-profit human milk bank dedicated to combatting infant mortality. TMB provides Pasteurized Donor Human Milk (PDHM) for premature and ill infants across the Midwest via Neonatal Intensive Care Units (NICUs), hospital inpatient units, and outpatient programs. The Milk Bank strives to ensure that every child has access to safe, life-saving human milk and is committed to helping more infants celebrate their first birthday.

Under the supervision of the Food Safety Director this role is primarily responsible for ensuring the safety and quality of pasteurized donor human milk provided by The Milk Bank in compliance with national accreditation standards as well as local, state, and federal food safety regulations.

Essential Duties and Responsibilities:

- Oversees intake and dispensation of donor human milk including verification, logging, labeling, storage/inventory management, and shipping in accordance with HMBANA, FDA and TMB guidelines.
- Lead ongoing improvements, monitoring, and compliance with the organization's Food Safety Plan and standard operating procedures related to receiving, storing, pasteurizing, testing and dispensing PDHM; Maintain awareness of Current Good Manufacturing Practices (CGMPs) and Hazard Analysis Critical Control Point (HACCAP).
- Accountable to achieving or exceeding targets and program growth in milk intake, storage, milk loss and expiration, dispensation accuracy, and supply availability.
- Serve in a leadership capacity for hiring, supervision, training, and evaluation of the Food Safety Logistics team.
- Conducts team audits, monitors sanitation protocols, verifies documentation and contributes to continuous improvement initiatives.
- Use data to drive decision-making, monitor compliance and process improvements.
- Assist in priority food handling and safety tasks including pooling, documentation review, and cross training of SOP and logistics functions.
- Supervise all documentation and data tracking efforts for the food safety logistics team in compliance with HMBANA and HIPAA including multiple qualitative and quantitative systems such hardcopies, data recorders, and milk database.

- Maintain current knowledge of food safety research, trends and regulations, The Milk Bank equipment and vendors.

Required Professional Characteristics:

- Demonstrated advanced technical skills, data management and computer literacy
- Must be able to perform routine maintenance as needed.
- Requires significant attention to detail, deadline orientation, accuracy and organization.
- Handles competing priorities while consistently meeting deadlines
- Actively seeks to give and receive constructive feedback
- Requires ability to work independently or as a participating member of a team.
- Excellent time management skills and superb work ethic.
- Welcomes other duties as assigned

Experience and Education:

Two-year degree or certificate and three years experience in lab sciences, medical technician, public health, food sciences, environmental health, food manufacturing, logistics and inventory management, or similar field. Four-year degree preferred. Combination of experience and education considered. PCQI, CGMP, ServSafe Certification preferred or willingness to achieve certification. Supervision experience preferred.

Environmental, Physical, and Ergonomic Requirements

This position requires sitting and standing for extended periods of time. Work is occasionally performed in an office environment; however, this position is primarily required to work in a warehouse environment. Must be able to work while exposed to moderate heat as well as moderate cold. Must have sufficient manual dexterity to engage in repeated hand and arm movements. Must be able to bend, squat and lift up to 50 pounds. This position is often exposed to human milk. Safety requirements for this position include the wearing of hair bonnets, gloves, masks, aprons and closed-toed, rubber-soled shoes. Must be able to operate standard office equipment (computers, printers, copiers, calculators and fax machines). May be exposed to chemicals or hazardous substances such as cleaning supplies. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

The Milk Bank Values and Culture:

The Milk Bank is a fiercely mission-driven organization that strives to be unwaveringly inclusive and uncompromising champions of science and safety. Each team member understands how work culture shapes daily experiences, influencing how we collaborate, communicate and approach challenges. Successful team members value integrity, customer service, courageous communications, a problem-solving orientation, and positive, growth-oriented mindset.

Status	Date	Responsible
Original	12/2016	JO
Revision	12/2017	JO
Revision	12/2020	FLK
Revision	12/2023	FLK
Revision	5/2024	FLK
Revisions	10/2026	JM