



Job Title: Food Safety Logistics Specialist **Status:** Full Time, Non-Exempt
Salary: \$37,440-\$43,353

In an effort to increase equity, The Milk Bank lists salary ranges. Most new hires begin at an entry salary level between starting and the 25th percentile. As salary negotiations tend to have an unfair bias, the organization does not typically participate in negotiations outside of this range. Ranges are reviewed bi-annually and benchmarked against regional salary surveys as well as living wage indicators. Salary is one element of a robust compensation philosophy.

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, lifesaving human milk and is committed to helping more infants celebrate their first birthday.

Under the supervision of the Food Safety Logistics Director this position is responsible for receiving, storing, and dispensing donor human milk in accordance with standards and policy.

Essential Duties and Responsibilities:

- Contributes to a culture of food safety and ensures compliance with standards when receiving milk, managing inventory, and dispensing milk.
- Responsible for filling request for supplies from depots and milk donors.
- Assists with receiving milk from donors including unboxing, visual inspection, data entry and recording, bagging, storage and disposal.
- Assists with dispensing milk to recipients including order management, milk selection, data entry and recording, packing, and shipping.
- Responsible for maintaining logistics work area including unpacking pallets and cleaning.
- Assist with inventory management including organization of freezer. Monitor available milk supply and reorganize as needed and directed.
- Ensure adequate amount of supplies are available for milk processing and logistics.
- May be cross trained to assist with laboratory operations, equipment maintenance or similar food safety duties.

Required Professional Characteristics:

- Knowledge of or willingness to learn food safety guidelines or be willing to complete training within a designated time frame.
- Knowledge of or willingness to learn the aseptic and clean techniques as well as universal precautions.

- Attention to deadlines, detail, accuracy and organization.
- Excellent time management skills and superb work ethic.
- Proficiency in the use of computers and specialized equipment.
- Handles competing priorities while consistently meeting deadlines
- Actively seeks to give and receive constructive feedback
- Comfort working in a fast paced environment
- Requires ability to work independently or as a participating member of a team.
- Welcomes other duties as assigned

Experience and Education:

Must have high school diploma or equivalent. Experience in warehouse, inventory, logistics, shipping, materials handling, fulfillment, food safety, or hospitality 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 an aseptic environment. Must be able to work while exposed to moderate/severe heat. Must have sufficient manual dexterity to engage in repeated hand, wrist and arm movements. Must be able to bend, squat and lift up to 50 pounds. This position is often exposed to fumes and human milk. Safety requirements for this position includes 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. 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 Date	6/2021	JM
Revised	1/2023	JM/FLK
Revised	4/2024	FLK
Revised	3/2026	FLK