



Out of a Jam

Feed, Nourish & Transform

Job Title: Kitchen & Food Program Coordinator (Part-Time)

Organization: Out Of A Jam

Location: Fort Wayne, IN

Hours: 25 hours per week (part-time), Monday - Friday

Position Overview

Out Of A Jam is a faith-based nonprofit organization committed to serving our community by transforming lives and nourishing communities through food, education, and empowerment. Our Feeding Fort Wayne program rescues surplus food and transforms it into delicious and nutritious meals prepared with compassionate care for those in need. Rooted in faith, stewardship, and service, we believe in loving our neighbors through action and dignity. We rely on passionate individuals and a strong network of volunteers and partners to make a meaningful impact in Fort Wayne.

Position Summary

We are seeking a dedicated and mission-driven Kitchen & Food Program Coordinator to lead our kitchen operations and food distribution efforts. This individual is responsible for overall leadership, management, and growth of the Feeding Fort Wayne program. The role oversees food rescue and donation efforts, program operations, budgeting, volunteer coordination, client engagement and data tracking. The individual will play a vital role in turning donated food into nourishing meals while helping advance our mission to feed, nourish, and transform lives in our community.

Key Responsibilities

Kitchen Operations & Stewardship

- Oversee day-to-day kitchen operations, ensuring an organized, safe, and welcoming environment
- Uphold high standards of food safety, cleanliness, and stewardship of resources
- Manage inventory of rescued and donated food and kitchen supplies with a focus on minimizing waste

Food Rescue & Community Partnerships

- Coordinate the collection of donated food from pantries, grocery stores, and community partners
- Ensure food handling, transportation, and storage meet all health and safety standards
- Manage inventory, tracking, reporting, and waste reduction efforts
- Build and nurture relationships with local organizations and donors to serve as a reliable and professional representative of Out Of A Jam in the community

Meal Planning & Purposeful Production

- Thoughtfully assess available ingredients to determine meals to be prepared
- Lead meal planning and production to maximize impact and nutritional value
- Ensure meals are prepared with care, dignity, and respect for those being served as well as following health safety standards

Volunteer Engagement & Support

- Oversee volunteers across multiple days of food preparation and meal packing nights with a positive and safe experience
- Provide clear guidance, training, and encouragement to volunteers in a spirit of service and collaboration
- Help cultivate a positive, mission-focused kitchen environment that recognizes and celebrates volunteer contributions

Distribution & Outreach Coordination

- Coordinate and schedule with distribution partners to ensure meals reach individuals and families in need
- Ensure meals are packaged and distributed efficiently and respectfully

Budget & Resource Management

- Develop and manage the program budget, ensuring efficient use of resources
- Secure and manage donations of food and in-kind services
- Collaborate with leadership to pursue grants and other funding opportunities

Preferred Qualifications

- Strong organizational, leadership, and problem-solving skills
- Ability to work independently and adapt in a dynamic environment
- 3+ years experience in food service, nonprofit management, or community engagement logistics, or related fields
- Excellent communication and relationship-building abilities
- Proficiency in Google Workspace, Microsoft Office, and program tracking systems
- Strong organizational and leadership skills with the ability to manage multiple priorities
- Knowledge of food safety practices (ServSafe certification a plus)
- Ability to work flexible hours, including occasional evenings or weekends
- A heart for service and alignment with the faith-based mission of Out Of A Jam

Work Environment

- Mix of office, kitchen, and field environments (driving to donor and partner locations required)

Physical Requirements

- Ability to lift and carry up to 50 lbs.
- Ability to stand for extended periods
- Ability to climb stairs
- Comfortable working in a kitchen and hands-on environment

Compensation

- Based on experience
- Benefits include PTO, holidays, and flexible scheduling
- Part-time (25 hours/week)
- Monday - Friday, one evening a week also required, occasional weekend

How to Apply

Interested candidates should complete an application, submit a resume and brief statement of interest in the role at www.outofajamfortwayne.com/careers.