



Job Title: Milk Logistics Coordinator

Status: Full Time, Non Exempt

Salary: \$33,688 - \$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/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.

This position reports to the Director of Food Safety and is responsible for inventory management including receiving, storing, dispensing, and shipping donor human milk. Contributes to a culture of food safety by ensuring compliance with audit and organizational standards.

Essential Duties and Responsibilities:

- Coordinates all elements of receiving milk including intake review, database entry and documentation, labeling, cold storage, and inventory management in accordance with accreditation and The Milk Bank guidelines.
- Responsible for order fulfillment including milk selection, documentation, packing, shipping and interaction with vendors
- Leads milk inventory and freezer management in accordance with standards to maximize efficiency and minimize waste; Rotate milk inventory as needed based on demand, cold storage, or inventory dates
- May assist in preparing milk for laboratory use
- Monitors equipment for efficiency or maintenance concerns including temperature control and documentation; Remains current with equipment operating practices.
- Monitor supply inventory, maintain par, and assist with ordering when needed; Manage resources toward cost-containment.
- Responsible for organizing the logistics facility including unpacking of shipments received, storage oversight, and cleaning
- Provides training and oversight to interns, students, volunteers, team members, and vendors when in logistics.

Required Professional Characteristics:

- Comfort working in a fast paced environment
- Must complete and remain current with required training and in-services
- Proficiency in the use of computers and specialized equipment.
- 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

Education and Experience

Must have high school diploma or equivalent. 3 years warehouse, inventory, logistics, shipping, materials handling, fulfillment, managing, hospitality or food safety experience preferred.

Environmental, Physical, and Ergonomic Requirements

This position requires standing for extended periods of time. Work is rarely 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 heat or cold. 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 human milk. Safety requirements for this position include the wearing of hair net/covering, 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 cleaning, dry ice or similar substances. Reasonable accommodation 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
Revised	12/2025	FLK
Revised	5/2024	FLK
Revised	12/2024	JM/FLK