



*New Leaf Foods, Inc.* is a grassroots non-profit organization that supports the health and well-being of individuals and families through healthy food access, education, and cooperation to support local food development in a healthy sustainable environment.

***Good Food for Good Health, Now and for Generations***

**BLITZ LOGISTICS COORDINATOR POSITION DESCRIPTION**

**POSITION TITLE:** BLITZ LOGISTICS COORDINATOR

**ADVISOR:** New Leaf Foods Board of Directors

**DEPARTMENT:** New Leaf Foods, Inc.

**DURATION:** July 2021 - July 2022

***New Leaf Garden Blitz - Logistics Team Coordinator Position***

**Logistics Coordinator:**

Job requirements:

- Passionate about changing the food system and the mission of New Leaf Foods, Inc.
- 10 to 20 hours a week working on blitz activities
- Attend education & events team meetings & report on the work of your team (Resource Development, Communications, Volunteer, Logistics, Mentor Teams)
- Attend training as required
- Attend the Green Bay Garden Blitz Event
- Commit to remain in the position for one year or until after the event and attend the debriefing and lean meetings to give feedback on how to improve the process.
- Recruit a LOGISTICS Team to do the work of the group
- Keep a list of contact information on team members and community partners.

- Keep accurate records to pass over to the coordinator for the next year.
- Work cooperatively with other Blitz teams to accomplish the goals of the Blitz
- Report/ meet regularly to the Blitz Coordinator regarding the work of your team.
- Communicate regularly with other teams on the progress of your team
- Assist with the development of the timeline for your team and complete assignments on time.
- Work cooperatively with other Blitz teams to accomplish the goals of the Blitz
- Communicate regularly with other teams on the progress of your team
- Valid Driver's License
- through it all, much of the focus will be on the success of the Green Bay Garden Blitz. The Blitz is a weekend event each May that brings together many volunteers to build raised bed gardens in the Green Bay area. Responsible, able to follow through on assignments and work independently
- Availability some evenings and weekends
- Attend training as needed
- Assist with the priorities of the steering team

#### **Logistics Team positions/tasks:**

##### **Equipment Manager:**

- Inventory, Distribution, Documentation, LOTO

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##### **Materials Management / purchasing :**

- Work with Resource Development team to Source vendors and negotiate best price
- Work with project coordinator and New leaf treasure to ensure that all bills are paid.

##### **Lumber:**

- Source vendor -
- Coordinate - onsite prep, Date and Scheduling
- Price - negotiate best prices
- Delivery- Maintain Records ( times, driver, Quantity, on site personnel drop off, accountability)
- cutting the wood week of event
- building boxes
- [Stencil logo on wood.](#)

### **Soil:**

- Source vendor, negotiate best price
- Coordinate Delivery
- Maintain Records (times, driver, quantity, on site personnel drop off)

### **Trucks & trailers:**

- ensure that we have enough trucks and trailers that are needed for the blitz
  - Quantity, Make, Size? Capacity? passenger vehicle?
  - Source vendor and negotiate best price
  - Keep receipts and hand in to treasurer
  - Bobcat and Dump Truck
  - 4 - 6 Trucks per day (per shift)
  - Pick up and return trucks

### **Scheduling & Mapping:**

- develop the customer contact sheet - control forms.
- Map the boxes ordered
- Check that orders are within the boundaries.
- Set up routes for the trucks
- Give assignment of routes to TEAM LEADERS
- Check on the progress of team
- Keep track of how many boxes are done and how many still need to be done and keep the team on schedule.
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### **Volunteer Deployment (day of)**

- Work with Volunteer coordinator
- Assigns teams of volunteers (work with volunteer coordinator)
- Set up routes for teams
- Give set of control sheets to team leaders
- Communicate with team leaders
- Keep track of the delivery process from boxes to soil to ensure that none are missed.

### **Troubleshooting:**

- Maintains lists of inventory, personnel and special needs
- Coordinates Deliveries and Documentation - On Site Personnel
- Knowledgeable with routes and scheduling to coordinate deliveries and material pick ups
- Manages and Quality control for Logistics field ( all deliveries, construction of boxes, Staff, Documentation, etc)

- Communication throughout all divisions to maintain structure

The New Leaf Garden Blitz is a project of New Leaf Foods. Our program also benefits from community support including Cellcom, Wisconsin Public Service, and collaboration with Brown County Community Gardens Program and Green Bay Botanical Garden.

Contact Garden Blitz at [GBGardenBlitz@gmail.com](mailto:GBGardenBlitz@gmail.com) or call us at (920) 32B-LITZ

Please visit our website at : [www.newleaffoods.org/Garden\\_Blitz.html](http://www.newleaffoods.org/Garden_Blitz.html) and join us on Facebook and Twitter. Invite your friends!

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