

<b>Position Title:</b> Food Pantry Coordinator <b>Position Scope:</b> Part-Time, 28 hours <b>Schedule:</b> 28 hours to be completed between M-F 8am-5pm <b>Position Status:</b> Exempt		<b>Reports To:</b> Community Outreach Director <b>Department:</b> Community Outreach <b>Date:</b> 5.2023
<b>Ministry Vision:</b>		
A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE		
<b>Ministry Responsibilities:</b>		
Food Pantry Coordinator oversees the operations of the food pantry, including but not limited to supervision and coordination of food pantry volunteers, purchasing and restocking of food pantry items, cost and quality control, coordination of food delivery program, monthly statistics and reports as required.		
<b>Key Duties:</b>		
	<u><b>Description</b></u>	<u><b>% Time</b></u>
	<b>Vision and Strategic Development</b> Evaluate our current Food Pantry operations. Work with key leaders in the ministry to fine tune and systematize the Food Pantry operations to an ideal standard. Collaborate with other pantries/co-ops in town to meet specific needs that aren't met elsewhere.	20
	<b>Leadership Development</b> Recruit, develop and lead volunteers of the Food Pantry. Investing primarily in shift leaders of the Food Pantry to lead their teams of shift volunteers.	20
	<b>Ministry Support Responsibilities</b> <ul style="list-style-type: none"> <li>• Maintains food pantry inventory by placing orders with vendors as well as purchasing food and non-food items from local stores when necessary.</li> <li>• Trains, schedules, and provides daily supervision of food pantry volunteers.</li> <li>• Assures that units of service are recorded in client database.</li> <li>• Updates and modifies food pantry offerings as needed.</li> <li>• Responsible for implementing food pantry policies and procedures.</li> <li>• Requires some minor lifting.</li> </ul>	40
	<b>Administrative Responsibilities</b> <ul style="list-style-type: none"> <li>• Communication via email and phone are necessary.</li> <li>• Ordering and coordination with Community Outreach Administrative Assistant for receipting.</li> </ul>	20
	<b>Misc.</b> Additional related duties as assigned.	

**Supervisory Responsibility:** Volunteers

**Required Core Competencies for Ministry Staff**

***Functional/Technical Skills***

Knowledge and skills to do job at high level of accomplishment.

***Time Management***

Values time, uses effectively, concentrates efforts on important priorities.

***Action Oriented***

Enjoys working hard, full of energy for challenges, seizes opportunities.

***Conflict Management***

Steps up to conflicts, reads situations quickly, good at focused listening.

***Emotional Intelligence***

Self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport.

***Motivating Others***

Creates a climate in which people want to do their best, gets the best out of people.

**PREFERRED QUALIFICATIONS**

**Minimum relevant experience:** volunteer recruitment, nonprofit experience, professional verbal and written communication, complex task management, capable to work in Microsoft word and excel.

**Ideal Knowledge Areas:** Fluency in English and Spanish preferred.

**Employee:**

**Date:**

**Director:**

**Date:**