



Food Pantry Assistant Coordinator

Job Description Effective 2/1/2021

Category:	Regular Part-Time Employee, 15 hours per week
Reports To:	Food Pantry Director
Compensation:	\$13.50 – 15.00 per hour
FLSA:	Non-exempt

Job Summary

The Food Pantry Assistant Coordinator plays a vital part in helping the church accomplish its overall vision of helping people experience healing and new life by ensuring that the broader community beyond its walls has its basic food needs met and giving members and non-members alike the opportunity to serve the community by being the hands and feet of Christ when volunteering at the Food Pantry. This staff position works closely with the Food Pantry Director and volunteers to accomplish this vision and must value working collaboratively as a team player.

Qualifications

Ideal candidate must be outgoing, problem solver, have good communication and strong interpersonal skills; being bi-lingual in Spanish is a plus but not required. Able to work cooperatively with a diverse community. Must be able to react to change productively and handle other essential tasks as assigned including the capacity to lift 30 to 50 pounds and be able to stand for long periods of time and stoop. Possess good administrative skills, attention to detail and follow through. Basic knowledge of Word and Excel programs required; high school graduate or GED and valid driver's license required.

Essential Duties and Responsibilities

- Work hours throughout the week are scheduled by Director and will typically include three to five mornings, Monday – Friday from 9 AM – 12 PM, and/or Saturday hours from 7 AM – 12 PM as needed or until finished.
- Will ensure the following reports are made in a timely fashion:
 - a. Weekly quarterly reports are sent to National Capital Area Food Bank (CAFB)
 - b. Weekly statistical and coordination paperwork is available (numbers of people and families served, volunteer signup sheets, etc.)
- Assist with coordination of grocery pickups as needed
- Take general Food Pantry & USDA training from CAFB
- May be required to pick up at local stores and shop at CAFB when volunteers are not available.
- Serve as back up to the Director during vacation, illness, etc. to ensure there is no interruption of services offered
- Participate in staff meetings, retreats and other meetings as requested by the Director.