

Central Presbyterian Church

3501 Campbell Street  
Kansas City, Missouri 64109

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## POSITION DESCRIPTION

**Title:** Food Pantry and Clothes Closet Coordinator

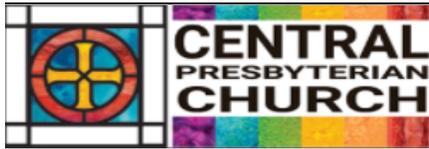
The Food Pantry and Clothes Closet Coordinator oversees all operations of the food pantry, including volunteer and staff management, acquisition and monitoring of food inventory, client access, communication of pantry policies, procedures, accomplishments, and events, and assembling monthly operational reports.

**Education Requirements:** Bachelor's Degree from accredited college/university preferred

**Hours:** Part-Time 25-30hrs/week, with benefits

**Responsibilities:** *The following job responsibilities provide an outline of the primary responsibilities of the Food Pantry and Clothes Closet Coordinator. This list is not intended to be exhaustive and additional responsibilities may be added at the direction of the Pastor and/or Mission and Service Committee with the approval of the Personnel Committee.*

- Oversee operation of the following:
  - Food Pantry
    - Recruit and train volunteers
      - Hold meetings as needed for volunteers
      - Assist volunteers in their work
        - Interviewing program recipients
        - Bagging groceries
        - Responding to volunteer's questions and concerns
    - Oversee ordering, acquiring, receipt, storage, and distribution of all purchased and donated inventory
      - Responsible for weekly pickup from Harvesters or any other third parties as directed
    - Complete all weekly and monthly reports and statistical data for the food pantry, including surveys from Harvesters and Mid America Assistance Coalition (MAAC)
    - Maintain standard of cleanliness and procedures such that the operation is continuously in good standing with Harvesters and with the Kansas City, Missouri Health Department, and sanitation consistent with church standards



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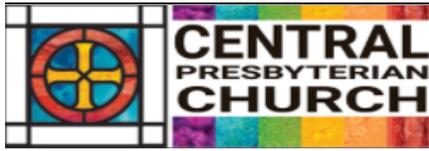
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- Organize and catalog files for the food pantry
- Clothes Closet
  - Oversee clothes closet ministry
  - Recruit and train volunteers
    - Hold meetings as needed for volunteers
    - Assist volunteers in their work
      - Help sort and distribute clothing
      - Respond to volunteers' questions and concerns
- Support parking lot garden team
  - Tasks include, but are not limited to the following: planting, harvesting, maintenance, and end-of-season striking/cleanup of the garden
  - Recruit volunteers
- Direct and assist at weekly food and clothing distribution
- Cooperate and act as liaison between Central Presbyterian Church (CPC) and other similarly focused community ministries to facilitate administration of the food pantry and clothes closet.
- Communicate ministry status to Central Presbyterian Church (CPC) via the church newsletter and/or presentations to the congregation as needed
- Regularly review and amend procedures, developing new processes and programs as needed and directed by the Mission and Service and Personnel Committees
- Participate in church staff meetings

**Qualifications:**

- Bachelor's degree from accredited college or university preferred
- Management experience in either private and/or public sectors required
- Inventory and volunteer management experience preferred
- Budget development experience preferred
- Experience working for or volunteering at a food pantry or non-profit organization providing services to the community preferred



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- Proficiency in Microsoft Office Suite, ability to learn and use other databases as required
- Excellent verbal and written communication skills
- Good interpersonal skills – must be comfortable talking with a wide variety of people
- Ability to adhere to client confidentiality policies and procedures
- Valid Driver’s License required

**Workplace Culture:**

All church employees will represent Central Presbyterian Church positively and in a manner that accords with the church vision statement, act as good stewards of the church’s resources, and help build cohesion among the staff. Valued attributes include the personal qualities of courtesy, flexibility, resourcefulness, and equanimity under pressure.

**Accountability:**

Supervised by Mission and Service Committee (or their designee); works in connection and collaboration with the Personnel Committee; maintain a time sheet that is turned in every 2 weeks for compensation.

**Working Conditions and Physical Requirements:**

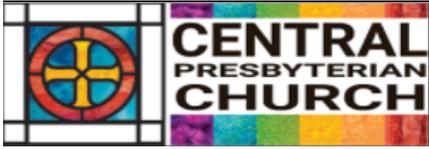
- Ability to work flexible schedule
- Ability to lift a minimum of 25 pounds independently
- Ability to move around the pantry and church premises to supervise activities of clients and volunteers
- Ability to speak and hear on the phone

**Evaluation:**

Initial review of position and work performance of employee shall be conducted after three months of employment. Regular performance reviews are conducted annually by the Session’s Personnel Committee. Adequacy of compensation is reviewed at least annually.

*Interested candidates should send a resume and cover letter to [personnel@centralpreskc.org](mailto:personnel@centralpreskc.org). Interviews will be conducted as soon as viable candidates apply.*

*For more information about our Central Presbyterian Church Food Pantry and Clothes Closet, please visit the website [Work and Witness – Central Presbyterian Church \(centralpreskc.org\)](http://centralpreskc.org). For more information about the ministry and other programs of Central Presbyterian Church, please see the church website, [Central Presbyterian Church – Joyfully bringing people together \(centralpreskc.org\)](http://centralpreskc.org).*



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