

3501 Campbell Street
Kansas City, Missouri 64109

POSITION DESCRIPTION

Title: Food Pantry Coordinator

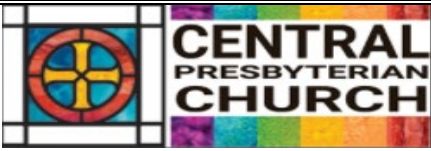
The Food Pantry Coordinator oversees all pantry operations, which encompass three general areas: food distribution, growth of fresh produce, and clothing and household goods distribution.

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

Hours: Part-Time-20 - 25 hrs/week, with benefits

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

- **Oversee operation of the following:**
 - **Food Pantry**
 - **Oversee food distribution ministry**
 - **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 accepting deliveries and weekly pickup from Harvesters or any other third parties as directed
 - Purchase food utilizing a budget as directed by the Outreach Committee.
 - **Complete all weekly and monthly reports and statistical data for the food pantry, including surveys from Harvesters.**
 - **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. This includes hands-on cleaning of the pantry area and can include supervision of third parties to include volunteers.**
 - **Meet with church's pest control vendor and communicate any issues with pest control in food storage and clothes closet areas.**
 - **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



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- Help sort and distribute clothing
 - Respond to volunteers' questions and concerns
 - Purchase clothing and supplies as directed utilizing a budget as directed by the Outreach Committee
 - Oversee ordering, acquiring, receipt, storage, and distribution of all purchased and donated inventory
- Food Pantry Garden
 - Oversee garden ministry
 - Recruit volunteers
 - Determine planting needs based upon patron needs to supplement gaps in food resources
 - Tasks include: planting, harvesting, maintenance, and end-of-season striking/cleanup of the garden
- Direct and assist at weekly food and clothing distribution
- Communicate ministry status to Central Presbyterian Church (CPC) via the church newsletter, church social media platforms, and/or presentations to the congregation as needed
- Regularly review and amend procedures, developing new processes and programs as needed and directed by the Outreach and Personnel Committees
- Participate in church staff meetings

Qualifications:

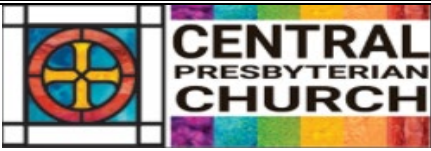
- Bachelor's degree from accredited college or university preferred
- Management experience in either private and/or public sectors required
- Inventory and volunteer management experience preferred
- Budget development experience preferred
- Experience working for or volunteering at a food pantry or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

Reports to and is supervised by the Pastor, who is Head of Staff. Work is coordinated by the Outreach Committee (or its designee). Update electronic timekeeping application daily for biweekly compensation.



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Working Conditions and Physical Requirements:

- Ability to work flexible schedule
- Ability to drive the church van
- Ability to lift a minimum of 40 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. 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://WorkandWitness-CentralPresbyterianChurch.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://CentralPresbyterianChurch-Joyfullybringingpeopletogether.centralpreskc.org)

Equal Employment Opportunity

Central Presbyterian Church The Presbyterian Church (U.S.A.) will recruit, hire, call, train, and promote all persons in all job classifications without regard to race, creed, color, national origin, gender, age, marital status, sexual orientation, gender identification, religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental, or medical disability (including non-sighted) unrelated to the ability to engage on job-related activities.