

3501 Campbell Street
Kansas City, Missouri 64109

POSITION DESCRIPTION

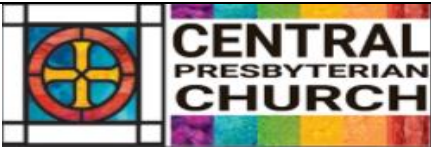
Title: Pantry Coordinator

The Pantry Coordinator oversees all pantry operations—both food and clothing, 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.

Hours: Part-Time 30 hrs./week, with benefits including medical

Responsibilities: *The following job responsibilities provide an outline of the primary responsibilities of the 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.*

- Direct, oversee, and assist at weekly pantry distribution including:
 - **Food Pantry**
 - Oversee ordering, acquiring, receipt, storage, and distribution of all purchased and donated inventory
 - Accept deliveries and weekly pickup from Harvesters and any other third parties as directed
 - Maintain and monitor food stock inventory
 - Complete all weekly and monthly reports and statistical data for the food pantry, including surveys from Harvesters
 - Maintain standard of cleanliness consistent with church standards and follow procedures such that the operation is continuously in good standing with Harvesters and with the Kansas City, MO Health Department
 - Meet with church's pest control vendor and communicate any issues with pest and rodent control in food storage and clothes closet areas
 - Organize and catalog files for the food pantry
 - **Clothes Closet**
 - Load and unload clothing onsite as necessary
 - Wash and dry donated clothing as needed
 - Efficiently and correctly sort donations by category
 - **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
- 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
- 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



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- 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 Outreach Committee and church staff meetings

Qualifications:

- Bachelor's degree from accredited college or university in public health, social work, mental health fields, etc. 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 365 Suite, ability to learn and use other databases, including inventory control, SignUp Genius, etc. as required
- Excellent verbal and written communication skills
- Good interpersonal skills – must be comfortable interacting with people one-on-one and in small groups
- Ability to adhere to client confidentiality, policies, and procedures
- Valid Driver's License and clean driving record required

Workplace Culture:

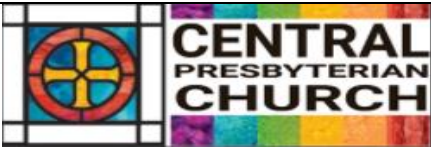
All church employees will represent Central Presbyterian Church positively and in a manner that accords with the church vision statement, act as good stewards of the church's resources, and help build cohesion among the staff. Valued attributes include the personal qualities of courtesy, flexibility,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

Accountability:

Reports to the Head of Staff. Supervised by Outreach Committee (or their designee); update electronic timekeeping application daily for biweekly compensation

Working Conditions and Physical Requirements:

- Ability to work flexible schedule
- Ability to lift a minimum of 50 pounds repeatedly and independently
- Ability to move around the pantry and church premises to supervise activities of neighbors and volunteers
- Ability to speak and hear on the phone
- Ability to use current technology including computer, handheld scanner, cell phone



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Evaluation:

Initial review of the position and work performance of the 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.

Company Paid Benefits

- Medical insurance, Paid time off including vacation, sick, and holidays

Voluntary Benefits

- Dental insurance
- Flexible Spending accounts
- 403(b) Retirement Savings Plan
- Group Term Life Insurance
- Critical Illness Insurance
- Accident Insurance

Central Presbyterian Church is an Equal Opportunity Employer and minorities, including people of color, women, and members of the LGBTQIA+ community are encouraged to apply.

Our faith in God inspires our commitment to the values of diversity, equity, inclusion, and belonging and is grounded in scripture, the Constitution of the Presbyterian Church (U.S.A.), and actions of the General Assembly of the Presbyterian Church (U.S.A.).

In addition to our commitment to being an Equal Employment Opportunity Employer as defined by the U.S. government, Central Presbyterian Church is also committed to not discriminate based on gender identity and sexual orientation.