

**Job Title:**                   **Food Pantry Coordinator**

**Reports to:**               **Director of Parish Ministries**

**Term:**                       **2 Years**

### **Role Purpose**

Under the direction of the Director of Parish Ministries, the 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.

### **Duties and Responsibilities**

The Food Pantry Coordinator will perform the following functions:

- Maintains food pantry inventory by placing orders with vendors as well as purchasing food and non-food items from local stores.
- Trains, schedules and provides daily supervision of food pantry volunteers.
- Assures that units of service are recorded in client database.
- Confirms that all recipients are verified and in need through parish process and conduct updates to registration twice a year.
- Updates and modifies food pantry menu as needed.
- Packs food pantry orders and stocks shelves as needed.
- Responsible for implementing food pantry policies and procedures.
- All other duties as assigned.

### **Qualifications**

Some items to be considered for the position:

- High School diploma required
- Candidate should have experience supervising volunteers or working within a non-profit organization. Knowledge of Roman Catholicism and the parish preferred.
- Skills in verbal and written communication and the ability to plan and organize multiple work tasks as well as good interpersonal communication skills are essential. Fluency in Spanish and English is preferred.
- Must pass a criminal background check
- Must receive a Protecting God's Children certificate

### **Considerations**

Some items to be considered for the position:

- Volunteer position
- Benefits not included

If interested, please forward your resume and a cover letter to **Nick Leeper** at **[nickl@stteresaavila.org](mailto:nickl@stteresaavila.org)**.