



## Food Pantry Director

Job Description Effective December 1, 2023

<b>Category:</b>	Regular Full-Time Employee, 30 hours per week
<b>Reports To:</b>	Pastor
<b>Compensation:</b>	\$20 to \$23.00 per hour
<b>FLSA:</b>	Non-exempt

### Job Summary

The Food Pantry Director plays a vital part in helping the church accomplish its overall vision of helping people experience healing and new life through Jesus Christ by helping the local community beyond the church walls meet basic food needs and by giving members and non-members alike the opportunity to serve the community while volunteering at the Food Pantry. This staff position works closely with the Food Pantry team including church staff and volunteers, community volunteers and partner organizations.

### Qualifications

The ideal candidate is one who seeks to grow in Christian faith, who is committed to the mission and vision of St. Thomas, and who can work collaboratively as the team leader. Good communication and interpersonal skills are necessary. The ability to develop and execute a strategic plan to grow, strengthen, and fund this vital ministry and to integrate it effectively into the fabric of the church's life is required. Must be able to work with a diverse community. Being bi-lingual in Spanish is not required but is a definite plus. Attention to detail, financial management, and follow through is required. Daily tasks may include the ability to lift 30 to 50 pounds and to stand for long periods of time. High school diploma or GED is required, as well as basic knowledge of Word and Excel programs.

### Essential Duties and Responsibilities

- Work hours will vary but will typically include Tuesday through Friday (approximately 6 hours/day starting at 8:30 with some flexibility) and Saturday 7:30 to 1:00. An occasional evening food pantry meeting will be necessary.
- Participate in staff meetings as needed.
- Oversee and assist with daily operation of the pantry, including receiving food and with distribution of food.
- Take general Food Pantry & USDA training from Capital Area Food Bank. (CAFB)
- Maintain an active list of volunteers from both the church and the community.
- Make and coordinate schedules for food pantry volunteers.
- Train volunteers as needed.
- Maintain all necessary reports and record keeping as mandated by the CAFB and STUMC.
- Follow food safety guidelines.
- Ensure that acceptable standards of cleanliness are met.
- Seek to build collaborative partnerships with other social services in the community and with volunteers.
- Coordinate and oversee fundraising efforts through budget development, grant writing, and seeking outside donors. Identifying and securing grants is an especially important way to ensure adequate funding for the pantry.