

Food Pantry Director

4SAINTS EPISCOPAL FOOD PANTRY

JOB TITLE: Food Pantry Director
DEPARTMENT: Operations Team
SUPERVISOR: Board Of Directors

4Saints Episcopal Food Pantry is a food distribution ministry conducted in East Fort Worth by five parishes of the North Region of the Episcopal Diocese of Texas.

This organization is governed by a Board of Directors, which shall have final authority over the program and policies of the organization and shall be responsible for developing and implementing the charitable purposes of the organization. Such policies shall assure that charitable services and assistance are provided without regard to the potential recipients' race, religion, gender or ethnic origin.

GENERAL JOB DESCRIPTION

This is a parttime paid position to direct and manage a team of coordinators for the operations of a non-profit food pantry and follow the mission to meet the nutritional needs of the food insecure.

MAJOR DUTIES AND RESPONSIBILITIES

Reports to: Board of Directors

Summary: Oversees the day-to-day operations of the food pantry with the support of the Board of Directors.

Coordinates an operations team consisting of a Food Coordinator, Volunteer Coordinator, Interview/Registrar Coordinator, the Social Media Coordinator, and webpage designer/custodian.

With the Board of Directors and Grant-writing Team director will participate in financial development, budget oversight, client assessments, record keeping, and facilities management.

With Food Coordinator communicate regarding the purchasing and restocking of food items, cost and quality control.

4Saints Food Pantry Director submits monthly reports to Tarrant Area Food Bank for weekly Friday distribution and the once per month Saturday Mobile Pantry,

Participates in ongoing training to suffice qualifications required by Tarrant Area Food Bank and sees that other coordinators complete the training. Report training certificates to TAFB and keeps data on file or hardcopy in a file folder

Director will support and participate in all programs of 4Saints Episcopal Food Pantry, including Cooking Matters classes, Reverse Advent food ingathering, Stocking Stuffer program, Healthy Partner Pantry and Premier Partner Pantry with TAFB, and coordinating with individuals, businesses or churches interested in "food drives" to benefit 4Saints.

MINOR DUTIES AND RESPONSIBILITIES

Keeping stock of office supplies

Keeping hardcopy registration documents

Generate monthly fliers for clients with upcoming pantry distribution dates

Communication with Treasurer

QUALIFICATIONS FOR THE JOB

Education:

High School Diploma
Some Spanish language familiarity

Experience:

Experience working with others as a team coordinator.
Worked with computer database programs.
Developed good communication skills: listening, verbal and written.
Exposure to bilingual communication situations.

Other:

Must have a sense of humor!
High level of organization and attention to detail.
Ability to resolve problems in a flexible environment.
Must be open to working with people in a nonjudgmental fashion.
Comfortable working with non-English speaking peoples.
Ability to work as a member of a team.

KEY COMPETENCIES

A sense of humor! Computer skills, using a database program, email communication

PHYSICAL REQUIREMENTS

Must be able to stand and lift light loads on days of food distribution on occasion.