

Faithbridge Church

Position Description

Position Assignment:

Title:	Pantry Manager
Recruited By:	Executive Director
Staff Grade:	Full Time (30 hrs. /week)
Accountability:	Director of Programs
Ministry/Dept.:	Bridging For Tomorrow

Summary of Position: Under the direction of the Director of Programs, the Pantry Coordinator oversees the daily operations of the food pantry; including, but not limited to management of required certifications, client schedule, food ordering, deliveries, and pantry weekly reports.

Purpose: To provide ministry excellence, with the right heart attitude, offer support to the organization and maintain accurate records. In doing so, the mission and vision of Bridging For Tomorrow can be carried out at all times.

Duties & Responsibilities:

1. Bridging For Tomorrow

- Maintain the food pantry program in accordance with the mission of BFT
- Maintain food pantry shelves, equipment, refrigeration units & storage areas (organizing, cleaning, and taking inventory)
- Maintain all required pantry operating and food handling certifications
- Order and schedule weekly food deliveries for mobiles and BFT from the Houston Food Bank
- Provide necessary pantry training to all pantry volunteers
- Oversee weekly food distribution, including determining food items and poundage that will be distributed weekly to each client and provide direction to pantry volunteers
- Conduct Houston Food Bank client intakes for new clients
- Document all client pantry visits & records on Link2Feed and Pieces client management systems
- Complete all certification and recertifications of all clients as needed in Link2Feed
- Maintain accurate records and run reports of up-to-date numbers of all pantry clients and poundage (BFT & mobiles) for our reporting purposes
- Process all hard copy records of food pantry applications
- Hunger Teams presentations
- Participate in community and school events which require speaking on behalf of BFT programs and resources we provide to the community
- Actively participate in team meetings, contributing feedback and ideas to continually evaluate the effectiveness of our efforts in accomplishing our mission

2. Promote BFT and its mission, acting as an ambassador, for the purpose of recruiting volunteers, partners and investors to engage in our community development efforts.

3. Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Director of Programs.

4. Attend scheduled staff meetings and occasionally other meetings as directed by supervisor(s).
5. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. Other responsibilities could be discussed and assigned by the Director of Programs or the Executive Director. This position will be reviewed biannually each fiscal year.

Skills and Educational Requirements:

- Bilingual in English/Spanish, both spoken and written, preferred
- College degree preferred, preferably in community development or human services
- Ability to work with persons from diverse ethnic groups, cultures, and various socioeconomic levels
- Good oral and written communications skills
- Excellent organizational skills, able to multi-task and set priorities, and comfortable with asking for help or reconsideration of priorities
- Flexible and able to work effectively under pressure and deadlines
- Able to work collaboratively with staff, volunteers and community members
- Experience working with Microsoft Office and database management functionalities

Organization Relationship:

This position shall be directly accountable to the Director of Programs of Bridging For Tomorrow.

Working Conditions:

This is a full-time position. Position is 30 hours per week. This position requires BFT office hours and may require evening or weekend hours.

Needed Attributes:

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, and a team player.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow by job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature: _____ Date: _____

Print Name: _____