



OPERATION LOVE
MINISTRIES

Job Title:	Pantry Coordinator		
Location:	620 E 21 st Street, Anderson, IN	Travel Required:	Weekly in-county travel Monthly out-of-county travel
Level/Salary Range:	Salary/Commensurate with experience	Position Type:	Part-Time
Work Schedule:	M, Tu, Th 9:00 a.m.-3:30 p.m. Wed 8:00 a.m.-3:30 p.m. occasional nights/weekends	Break Details:	Break times vary based on daily needs.
Direct Supervisor:	Executive Director	Date Posted: Posting Expires:	January 24, 2023 Open Until Filled

How to Apply:

Send Cover Letter and Resume to: abaker@operationloveministries.org
Subject Line: Pantry Coordinator Application **Attention:** Andrea Baker, Executive Director

Job Description

Role and Responsibilities

Operation Love Ministries seeks a high-energy, self-motivated, and joyful individual **with strong organizational and communication skills**, computer literacy, a heart for those in need, and a desire to represent Christ’s love to the Madison County community. Reliable transportation required. Under supervision from the Executive Director, the Pantry Coordinator will deliver the following Programs:

- Coordinating Client Choice & Bonus Food Pantries (Wed 9 a.m. -11:30 a.m. & 1-3:30 & 3rd Thurs 1-3 p.m.)
- Community Garden and Green space Initiative
- Annual Christmas Wishes Meal Baskets
- Overseeing material goods pantry programs (Clothing and Household pantries by appointment Mon, Tues, Thurs)
- Maintaining Pantry & Pantry Access: including clearing snow or salting entrance areas, sidewalks to facility, and keeping all pantry and pantry storage areas cleanly

The Pantry Coordinator will:

- Provide general direction, oversight, and administration of food pantry programs, including volunteer management and tracking, compliance with all Federal and TEFAP regulations, and inventory management through food delivery orders, off-site purchases, and in-kind donation coordination
- Manage and work “on the ground” however needed, including unloading trucks, sorting donations, cleaning, helping neighbors navigate the food, clothing or household pantries, creating order sheets for pantry selections, processing applications and entering data for clothing/household pantry visits, creating emergency food boxes, and picking up food donations
- Gather and report monthly statistics regarding donations, purchases, and volunteers
- Work with and help coordinate volunteers and volunteer groups for pantry projects
- Provide coverage for phones, at networking events, or at fundraising events as needed

Detailed tasks may include but are not limited to the following:

Weekly:

Work with Pantry Assistant to ensure the following:

- Appropriate setup of all food, grocery bags, carts, and tubs for food pantry distribution days
- Check refrigerator and freezer temperatures and maintain temperature logs
- Check inventory of pantry supplies including plastic grocery bags, cleaning supplies, ziplock bags, and silverware, food service gloves, etc. and report to Exec. Dir. any needed items
- Maintain food pantry inventory and create bi-weekly orders from Second Harvest Food bank, supplementing with purchases from retail establishments or outlets and coordinated food drive efforts through civic organizations, businesses, and churches
- Oversee and coordinate clothing and household pantry schedule & volunteers each week
- Maintain household goods and clothing pantry setup and organization (training volunteers as needed), authorize incoming donations from partner organizations, and oversee pantry intake and application process
- Help neighbors fill out applications and navigate food, clothing, and household pantries as needed, logging visits in shared tracking system
- Create weekly Google Forms “pantry order” sheets for neighbor food selection
- Manage weekly Panera & Payless donation pickups as well as disposal of non-consumable food items

Monthly:

- Maintain and report volunteer logs, food donation logs, purchase logs/report and commodity information as well as monthly reports to Second Harvest Food Bank
- Midwest Food Bank pickup: may accompany driver to pick out and pick up food and nonfood donations
- Attend monthly volunteer luncheon to share updates and get to know volunteers

Quarterly:

- TEFAP (government commodity tracking) reports due in January, April, July, October

Qualifications and Education Requirements

High School Diploma or GED required, college degree a plus. Candidates must have at least 1 year of customer service and management experience, or an equivalent combination of years of postsecondary education and customer service or other related experience to qualify for this position. Candidates must be computer literate and proficient with Microsoft Office products as well as cloud-based applications. Customer Service, Social Services, Ministry, Human Services, or other related education and training are beneficial, but not required.

Preferred Skills

The ideal candidate for this position will be a team-player and lead by example, willing to do whatever is necessary for daily operations while also working well with people from diverse backgrounds and cultures. A successful candidate will be able to organize and mobilize our extensive volunteer group to continue to help serve over 1,000 individuals every month through pantry programs. Candidates must have the ability to problem-solve, maintain the integrity of programs through equal and fair treatment of all who receive services and enforcement of pantry and volunteer guidelines. Candidates comfortable in working with communities of faith are preferred. Must be able to regularly lift donations and distributed items. **Reliable transportation required.**

Background & Work Environment



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Operation Love Ministries (OLM) provides help for today & hope for tomorrow as the hands and feet of Christ in Madison County. OLM is a faith-based organization governed by board members from 28 Alliance Churches in Madison County, providing assistance to those in need through material goods pantries, human services programs, and annual giveaway programs. Clients are not required to participate in any religious activities to receive OLM services.

OLM is located in a three-story building with stairs at all entrances. This position will perform physical activities that require considerable use of arms and legs and moving of one's whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Applicants must be able to regularly lift 25 pounds.