



ST. JOHN'S
EPISCOPAL CHURCH
LAFAYETTE

2 November 2016

Interim Director for St. John's/LUM Food Pantry

St. John's Episcopal Church in Lafayette, Indiana is seeking an Interim Director for the St. John's/LUM Food Pantry. The position requires up to 15 hours of work spread across 3-4 days per week. The position starts at \$12 an hour with work-related mileage reimbursed at the federal reimbursement rate.

This position requires

- a strong commitment to providing food for diverse, lower-income individuals and families;
- the ability to communicate through written communication (including email);
- computer literacy and use of technology and software;
- demonstrated skills in effectively managing time and a range of tasks;
- ability to lift up to 40 lb cases of food;
- use of personal vehicle to pick up food supplies; and
- the ability to effectively engage with other St. John's and LUM staff, volunteers, and service agencies across the community

Volunteer experience in faith-based or community organizations and/or familiarity with the St. John's/LUM Food Pantry is preferred.

The position is an interim position and will last *at least* 9-12 months. The position *may continue* beyond that time period or may be expanded to include other ministries and duties at St. John's.

To apply, send a cover letter and resume to
The Rev. Dr. Bradley Pace
St. John's Episcopal Church
600 Ferry Street
Lafayette, IN 47901-1142.
bradleypace@stjohns-laf.org

Review of applications will begin immediately and continue until the position is filled.

St. John's is an equal opportunity/affirmative action employer.

600 Ferry Street | Lafayette, IN 47901-1142
765.742.4079 | 765.423.5507 (fax)
www.stjohns-laf.org | stjohns@stjohns-laf.org | [@stjohnslaf](https://twitter.com/stjohnslaf)

Interim Director, St. John's/LUM Food Pantry

The Director is responsible for daily operations of the St. John's/LUM Food Pantry. Responsibilities for this position include, but are not limited to, the tasks listed below. The Director reports to the Rector of St. John's Episcopal Church, leads bi-monthly meetings with an Advisory Committee that includes representatives from St. John's and Lafayette Urban Ministry, and attends weekly staff meetings at St. John's Episcopal Church.

Administrative Responsibilities

- Insure compliance with applicable government regulations
- Record temperatures of refrigerators and freezers weekly
- Provide support organizations with timely reports
 - Report data to the Rector of St. John's (e.g., expenses), LUM (e.g., persons served), and to agency partners such as Food Finders each month
 - Prepare occasional articles for St. John's *Eagle* newsletter, weekly bulletin, and annual reports
- Attend bi-monthly meeting of Food Pantry advisory committee
- Attend weekly meetings of St. John's Staff
- Attend food safety and training meetings annually as required
- Establish hours of operation
- Post notice of open hours for clients
- Insure that volunteer schedules are distributed in a timely fashion (in coordination with volunteer schedule coordinator and scheduling software)
- Prepare and send thank-you notes to external donors
- Recognize efforts of donors and volunteers and organize annual volunteer recognition event
- Provide regular volunteer training
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Food Pantry Operation

- Insure smooth daily operation
- Insure that the following tasks are accomplished
 - restock shelves and freezers;
 - repackage food;
 - clean refrigerators, freezers, carts and counters;
 - defrost freezers when necessary
 - sweep and mop floors and remove trash as necessary
- Set distribution quality/quantity guidelines
- Provide guidance to distribution volunteers as necessary
- Check food supply and assist shoppers by providing grocery list
- Order supplies when needed (grocery bags, roasters, gloves, plastic bags, etc.)
- Receive and sort major donations and make pick-ups as necessary
- Coordinate deliveries of USDA commodities with Food Finders and other organizations as well as volunteers who assist on day of delivery
- Make emergency or substitute trips to Food Finders and other venues when needed
- Recycle cardboard, plastic, pallets as necessary
- Report equipment failures to Parish Administrator or Property Committee
- Maintain clerical and cleaning supplies

- Other duties as assigned/as necessary