**Food Ministry Coordinator Job Description**

Average Hours per Week: 10

Salary: $10,400.00

Availability: Tuesdays 9am-1pm; Thursdays 11am-2pm; Team Meetings; Some tasks can be performed remotely.

Job Responsibilities:

Living out the mission, vision & values of Amazing Grace & the Center for Grace-Full Living

Managing food supplies, diapers & other donations, including:

-Ordering from the Maryland Food Bank & Share Baby

-Coordinating pickup, drop off & unloading of pantry & community meal supplies

-Restocking pantry weekly & preparing unhoused bags

-Soliciting donations from partners & ensuring the Engagement Coordinator has the information to send thank you & tax acknowledgement letters

-Picking up other supplies from the store as needed

-Managing food inventory

-Following Maryland Food Bank Food Safety Procedures and Protocols

Scheduling for & management of Bread for the Journey Community Meal, including:

-Planning meals with an emphasis on nutritious and healthy food

-Scheduling and coordinating cooks & servers

-Cooking & serving as necessary

-Overseeing set up, break down & clean up

Integrating the Food Ministry into the ongoing operations of Amazing Grace, including:

-Ensuring Food ministry related invoices are being paid in a timely fashion

-Tracking Food Ministry grants & participation in Food Ministry programs with other members of the team

-Working with the Engagement Coordinator to do volunteer recruitment, training & appreciation

-Working with the team to seek out & apply for new grant resources & in-kind for the Food Ministry

-Attending and participating in Team Meetings

-Following sustainability practices to ensure composting, recycling & other waste management practices are maintained

-Cultivating positive relationships with all Food Ministry and church partners

Qualifications & Skills:

-Physically able to meet the demands of the job - able to lift up to 40 pounds, spend multiple hours on your feet and climb stairs\*

-Valid driver’s license\*

-Bilingual English/Spanish proficiency

-Computer & Microsoft Office Suite proficiency

-Effective communication

-Networking

-Leadership

-Teamwork

-Time Management

-Record Keeping

-Organization

-Listening

-Empathy

-Use of Narcan & familiarity with basic first aid or willing to receive training

-Cultural Competency

-Adaptability

*\*Please note these qualifications are required*

Please send a resume, cover letter (including confirmation of driver’s license and ability to meet physical demands of the job & sharing why you believe you are a good fit for the position) and references (1 nonfamily personal & 1 professional).

Please send application materials to [amazinggracechurchoffice@gmail.com](mailto:amazinggracechurchoffice@gmail.com). Materials should be received no later than January 22nd at 12pm.