

ST. JOHN FOOD PANTRY DIRECTOR

St. John Lutheran Church Food Pantry Mission and Values

St. John Lutheran Church's vision statement is *Sharing the Love of Christ*. The St. John Food Pantry lives out this vision by working toward a just world where all are fed. At its core, justice is about seeing other human beings as equals worthy of dignity and opportunity. We believe God is abundant, and calls us to share the gifts we receive. We serve our neighbors who are food-insecure, regardless of their living situation, race, gender, disability or beliefs. We serve with volunteers of any faith tradition and of no religious affiliation, as members of the same community. We see one another face-to-face, make connections, and acknowledge the image of God within every person.

St. John Food Pantry Director Summary

The Food Pantry Director leads the volunteer team, and creates a welcoming environment for visitors to the Food Pantry and volunteers. Our Food Pantry (FP) runs on the hard work and kindness of a dedicated team of volunteers from our community, each volunteer bringing a unique background, skills and abilities that the director identifies and delegates leadership roles to. The FP Director works with the Church Operations Administrator to ensure the day-to-day functions of the FP work smoothly, and completes necessary administrative work to receive and serve neighbors. The FP Director is guided by the St. John Lutheran Church values of service, generosity, and welcome, modeling it as a team member with a calm and assured presence. The FP Director ensures our FP ministry is consistent, responsive to client needs, flexible as circumstances change, and careful in establishing appropriate boundaries for the health and safety of staff, visitors and volunteers.

Job Description

FOOD MANAGEMENT

- Manage food procurement, retail donations, and allotment of government subsidized commodities.
- Manage food safety, food storage, cleaning schedule, and overall organization of the food pantry space.

VOLUNTEER MANAGEMENT

- Lead a large base of dedicated volunteers, coordinate group service events, and manage volunteer online sign-up system to ensure adequate service.
- Manage the logistics of distribution and lead volunteer teams during distributions.

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- Manage the volunteer team in receiving deliveries to ensure proper food storage, safety, and organization.
- Lead volunteers in client registration using Link2Feed software program and tablets.

VISITORS TO THE FOOD PANTRY

- Conduct intake discussions and provide support to those we serve in the community to better understand the challenges they face with food insecurity and how we can effectively provide resources.
- Conduct surveys to validate current programs and create a strategic plan for future programs as needed.

SYSTEMS MANAGEMENT AND TRAINING

- Manage Feeding America and Northern Illinois Food Bank systems for MealConnect for retail donations, OrderAhead online ordering and curbside pickup program, and Link2Feed client registration system.
- Complete and stay current on required annual training through Northern Illinois Food Bank.

GRANTS AND OUTSIDE COMMUNICATIONS

- Write grants, order equipment and manage projects funded through grants, and write reports on grant expenditures to ensure the food pantry space, staff salaries and building needs are properly funded.
- Create a strong communication strategy, design print collateral, and organize mailing campaigns for volunteers, donors and neighbors using Canva.
- Engage with donors and write thank you letters to each giver to ensure the continued financial stability of the food pantry.
- Partner with Northern Illinois Food Bank staff, church staff, food pantry leaders, community leaders, and social service agencies using strong relationship building skills.

CHURCH COMMUNICATIONS AND COORDINATION

- Coordinate space usage, maintenance/cleaning of space and equipment; working with Operations Administrator.
- Maintain clear communication with other ministries that share the space.
- Provide annual report and ad-hoc reporting as required for St. John.
- Reports directly to the Senior Pastor/Head of Staff to ensure the Food Pantry has what it needs and to ensure alignment with vision and volunteer expectations.

Knowledge, skills and abilities for the position

- Leadership experience in a professional setting
- Volunteer management experience
- Strong technical and creative skills to manage systems and communication
- Excellent relationship-building skills and the ability to engage donors and volunteers effectively
- Strong verbal and written communication skills
- Fluency in conversational Spanish preferred, not required
- Ability to work independently and collaboratively in a fast-paced environment
- Experience as food pantry leader or volunteer

Work Schedule

- Wednesday - Saturday. Hours vary and require night and weekend availability as well as the occasional off-site meeting at Northern Illinois Food Bank
- On-site hours, subject to change:
 - Wednesday 8:00am-1:00pm
 - Thursday 9:00am-7:00pm
 - Friday 8:00am-1:00pm
 - Saturday 6:00am-11:00am
 - Approximately 25 hours per week
- Attendance at worship events approximately twice/year for Souper Bowl of Caring (February) and Hunger Action Month (September)

Salary: \$18.00-\$20.00 per hour

Benefits

- Paid time off: 2-weeks of vacation
- Additional personal/sick time as needed for the care of self or immediate family with approval of senior pastor and with adequate volunteer leadership
- Food Pantry closure dates: Two weeks in July for maintenance, one week at Thanksgiving, one week at Christmas
- Supportive congregation, energetic and committed volunteers, staff and ministry leaders
- Independent working environment
- St. John endeavors to be a meaningful place to work with supportive co-workers and volunteers in a mission-oriented environment.
- We have a trust-based culture at St. John within a team environment where we nurture our relationships. We rely upon one another as we support the mission and serve one another.

To Apply: Please email your resume and letter of interest to:

Operations@stjohnjoliet.org

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