



Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America
UP with God. IN through Community. OUT for the World.

Position Title	Mission Outpost Food Shelf Coordinator
Classification	Non-exempt, Part-Time, 16 hours/week
Team	Missions
POP Values	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens</p> <p>Service: We value providing for the needs of others in Jesus' name</p>
Core Purpose	The Mission Outpost Food Shelf Coordinator will create a welcoming, supportive environment for volunteers and to extend assistance to those in the community in need of food.
Essential Functions	<ul style="list-style-type: none"> ▪ Serve as a role model for fellow staff and volunteers in terms of work ethic, professional image, and conduct in full compliance with all work rules and policies ▪ Work with Mission Outreach Director and Salvation Army to develop distribution schedules that best meet clients' and distributors' needs for minimum amount of food waste ▪ Oversee day to day operations of Mission Outpost Food Shelf, including working one evening a week and backup evening support ▪ Responsible for food safety, including monitoring recalls, establishing food sorting guidelines ▪ Provide input into the purchasing and inventory/storage of food with Salvation Army ▪ Work with Food Leadership team ▪ Be a face for Mission Outpost on POP property and out in the community ▪ Determine overall roles and responsibilities of food volunteers ▪ Train food leaders to recruit other volunteers ▪ Recommend measures to improve Mission Outpost food shelf processes, listening to both staff and volunteers ▪ Explore ways to display food to better connect food resources to guests – recipe cards, food display systems ▪ Analyze and resolve work problems, or assist workers in solving work problems
Competencies Required	<p>Excellent verbal and communication skills</p> <p>High level of interpersonal skills to handle sensitive and confidential situations and documentation</p>

	<p>Demonstrated ability to develop and lead teams of volunteers</p> <p>Ability to manage several projects simultaneously</p> <p>An understanding and embracing of the servant heart philosophy</p> <p>Ability to relate and connect with people from different cultures and socio-economic backgrounds</p> <p>Ability to translate vision into concrete action</p>
Physical Demands	<p>Ability to lift up to 20 pounds occasionally</p> <p>Ability to stand on your feet for up to 4 hours at a time</p> <p>Ability to sit at the computer for up to 2 hours at a time</p>
Work Environment	<p>While performing duties, the employee regularly works in a fast-paced food shelf/warehouse setting with other people around where it gets noisy at times. The employee will occasionally work outside to assist with deliveries, all seasons of the year. There is some office time where the employee will be sitting at a computer.</p>
Travel	<p>May need to travel off-site for meetings in the area 1 - 2 times a month</p> <p>Occasional overnight travel may be required, up to a few times a year</p>
Education and Experience Required	<p>Heart for reaching out to those in need in the name of Jesus Christ</p> <p>Gifts of leadership, adaptability, compassion</p> <p>3 - 5 years' experience of supervising multiple staff/volunteers</p> <p>Experience managing volunteers (5+ years)</p> <p>Experience in ministry (5 + years paid or unpaid)</p> <p>Experience with cultural diversity</p> <p>Experience with developing and implementing infrastructure</p> <p>Working knowledge of the Microsoft Office suite of products</p>
Education and Experience Preferred	<p>Second language (Spanish/Eastern European) proficiency a plus</p> <p>BA degree in Management or Social Services a plus</p> <p>5-10 years' experience of supervising multiple staff/volunteers</p> <p>Ability to understand and work in a large staff/organization environment</p> <p>Above average proficiency in Microsoft Office family of products</p>
Additional Eligibility Requirements	<p>None</p>
Supervisory Responsibility	<p>All volunteers connected to the food shelf.</p>

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.