

Director of Grace's Food Pantry

Grace United Methodist Church

Nashville, IL

<https://www.nashvillegrace.net/employment>

Position Summary:

The Director of the Grace Food Pantry will be responsible for purchasing, organizing, stocking, and distributing food goods to the people of Washington County. The director is also called to recruit, train, and empower volunteers while maintaining order and efficiency at each Food Pantry distribution.

Suggested number of hours per week: 20-25

Professional Qualifications:

- Degree in social work or related field preferred. (Experience in lieu of education will be considered.)
- Excellent organizational skills with attention to detail.
- Ability to effectively supervise others and demonstrate positive accountability to those in authority.

Position Requirements:

- Professed faith in Jesus Christ as Lord and Savior.
- Personal lifestyle, integrity, and values consistent with visible leadership in the church.
- A passion for maintaining the integrity and dignity of all people.
- Ability to recruit and educate adult volunteers.
- "J02" certification on driver's license and clean driving record preferred.
- Ability to lift 20-30 pounds repeatedly, sit or stand for long periods, and work in extreme temperatures.
- Excellent interpersonal and leadership skills, including proactive teamwork, constructive visioning, planning, encouragement, and conflict management.

Position Essential Duties (Subject to Change):

- Source, purchase, stock, and distribute foods/other essentials to the residents of Washington County.
- Take weekly inventory of pantry and date inventory with expiration dates.
- Take biweekly shopping trips (Aldi, Ruler Foods, Sams)
- Schedule and coordinate special seasonal distribution baskets (typically done for Easter, Summer BBQ, Thanksgiving, and Christmas).
- Lead and manage the volunteer experience with Nashville and Okawville Food Pantries.
- Oversee printed pantry materials and revise as needed.
- Oversee all Food Pantry financials.
- Keep record of number of patrons served.
- Promote pantry events online and in worship.
- Continually develop and promote pantry programs as new opportunities, collaborations, and innovations emerge.

Position Ancillary Duties:

- Sweep and clean pantry rooms as needed.
- Flatten and discard cardboard.
- Attend staff and Church Council meetings as needed.
- Present at all Grace Sunday worship services.
- Present at all Christmas Eve services, Christmas Day (if a Sunday), Ash Wednesday, Holy Thursday, Good Friday, and all Easter Sunday services.
- Perform other duties as assigned.

Salary commensurate with experience and qualifications.

Organization: Grace United Methodist Church

Submit Cover Letter & Resume to: Staff-Parish Relations Committee, jobs.nashvillegrace@gmail.com.

Additional Questions: All phone inquiries may be directed to Pastor Leanne Noland at 618.327.8407.