

# COORDINATOR, FOOD PANTRY

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## Overview:

The Food Pantry Coordinator is responsible for the coordination of the Eastbrook Food Pantry including ensuring excellence in all aspects of the ministry, with a specific focus on the dignity of the individuals we serve as well as the engagement and equipping of Eastbrook members to serve in the ministry.

## Employment Information:

This is a part-time position for up to 20 hours per week. Required to be on-site during Food Pantry hours: Monday evenings and Saturday mornings. The remaining hours are weekday office hours, with other occasional evening and weekend work.

## Reports to:

Sr. Director, Missions

## Responsibilities:

The vision of the Food Pantry is to meet the food emergency needs of our neighbors while building relationships and seeing transformation. This is accomplished through the following duties:

### 1. Inventory & Supplies

- a. Develop and support the volunteer team that ensures the Food Pantry has the resources necessary to serve the community.
- b. Support the volunteer team that receives the weekly deliveries from partner organizations.
- c. Support & develop the inventory process to streamline the food ordering process.
- d. Focus inventory on food staples that are quality, nutritional, and ensure the dignity of those we serve.
- e. Develop and support the volunteer team that cultivates the Eastbrook Food Pantry Garden.

### 2. Volunteer Scheduling & Coordination

- a. Implement the tools needed to facilitate centralized, user-friendly, scheduling of all team members.
- b. Manage the recruitment, screening, on-boarding, and follow-up for all team members.
- c. Serve as the primary contact for inquiries and phone calls regarding volunteering at the Pantry.
- d. Identify and develop potential leaders for the food pantry.
- e. Empower and support the Food Pantry volunteer leadership team.

### 3. Crafting Culture

- a. Implement a regular orientation for all new members serving in the Pantry.
- b. Support the team huddle that occurs at the start of every Food Pantry day, which includes highlighting a core value, team prayer, and a run-down of assignments.

### 4. Hospitality

- a. Develop and support the volunteer team responsible for hospitality.
- b. Ensure a welcoming environment in all areas of the Food Pantry for both those we serve and for new and existing volunteers.

### 5. Intake & Data Entry

- a. Develop and support the volunteer team responsible for the intake processes.
- b. Implement Salesforce (or similar) database solution for streamlining data collection.

### 6. Food Distribution & Relationship Building

- a. Develop and support the team that assists our guests within the Food Pantry while they shop.
- b. Implement processes and structures that create opportunities for personal connection and relationship building with those we serve.

### 7. Other Community Connections

- a. Serve as the primary contact for the community who reach out to the Church regarding the Pantry.
- b. Understand and network with other community supports (whether formal or informal) which can aid in the care of those we serve.
- c. Engage other community supports to be present during Food Pantry hours as needed.

### 8. Primary Contact for Partner Organizations

- a. Support and ensure healthy relationships with our partners such as Hunger Task Force, Feeding America, and others by attending regular meetings, submitting accurate and timely reports, facilitating site inspections, and nurturing a collaborative partnership.
- b. Complete the annual contract or MOU renewal process as well as any grant applications or renewals.

## Qualities and Qualifications:

- Enthusiastic willingness to serve Christ and His church
- Maturity of Christian character and daily life with Christ
- Demonstrated professional character of honesty and integrity
- Strong administrative gifts and skills
- Proven skills working with diverse groups of people
- Leads by example, accepts responsibility, sets clear expectations
- Discretion, perseverance, patience, a sense of humor, team spirit, and genuine caring

## Education and Experience:

- High School Diploma or equivalent is preferred
- 2+ years of experience in volunteer coordination preferred
- Experience working or volunteering in a food pantry setting required
- Proficiency in Microsoft Office and CRM databases required

## Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

## Vision of Eastbrook Church:

Our vision to accomplish this is through five objectives:

### 1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: "Salvation belongs to our God, who sits on the throne, and to the Lamb." (Revelation 7:9-10)*

### 2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

*"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)*

### 3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

*"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)*

### 4. Multiplying Leaders

We are aiming to make leadership growth a priority.

*"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)*

### 5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

*"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)*

## Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation. Employment will require successful completion of a background check. Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, [lduenas@eastbrook.org](mailto:lduenas@eastbrook.org).