

Food Pantry Coordinator

First Presbyterian Church (FPC) – Metuchen, NJ

Part-Time: 15 hours/week

The Food Pantry Coordinator oversees the operations of the FPC food pantry, including but not limited to supervision and coordination of food pantry volunteers, purchasing and restocking of food pantry items, cost and quality control, coordination of food deliveries, and monthly statistics and reports as required. This position works with the FPC Local Mission Outreach Committee and reports to the Associate Pastor.

Primary Duties & Responsibilities:

- Maintains food pantry inventory and supplies
- Manage and address the food pantry phone and messages
- Trains, schedules, and provides daily supervision of food pantry volunteers
- Assures recording of units of service (volunteer hours, client service, and donated lbs)
- Packs food pantry orders and stocks shelves as needed
- Responsible for implementing food pantry policies and procedures
- Coordinate Holiday Basket drives (Thanksgiving/Christmas/Easter)
- Providing letters/certificates to large food drive donors
- All other duties as assigned

Required Qualifications:

- High School Diploma or equivalent
- Strong verbal and written communication skills in English
- Proficiency with Microsoft Word, Excel, Outlook and database software
- Ability to plan and organize multiple work tasks
- Ability to give and receive information clearly and concisely
- Ability to complete food safety certification
- Ability to do lifting, carrying, unloading and moving of food products
- Ability to work open pantry hours

To apply, please email resume and cover letter to
metuchenfoodpantrycoordinator@gmail.com