



The Pantry **A Ministry of Plain Community Church**

Pantry Director Job Description

Plain Community Church is seeking to hire a Pantry Director. The Pantry is an outreach of PCC that provides a place for people to be the hands and feet of Jesus by offering assistance in our community.

The role of the Pantry Director is to oversee the ministry of the Pantry for PCC under the direction of the Pastor.

The duties of the Director include the following:

1. Implementing the mission/goals set by the pastor, elders, and church board of PCC.
2. Recruiting, training, and managing a team of volunteers to carry out the mission and day-to-day tasks of the Pantry.
3. Facilitating an atmosphere of relationship and trust with all who visit and/or volunteer.
4. Attend weekly staff meetings and meetings with the pastor.
5. Overseeing day-to-day tasks:
 - a. Inventory – food bank, food for purchase, clothing, supplies, office, etc.
 - b. Facility - appearance inside & out, maintenance needs reported, cleaning, etc.
 - c. Finances – income & expense documentation, quarterly & yearly budgets, annual report
 - d. Food Distribution – once a week/weekly, Thanksgiving & Christmas baskets, gleaning opportunities, Plain Grocery milk coupon program, Farmers market and local farmers donations
 - e. Food Acquisition – purchasing, create & maintain partnerships for donations
 - f. Special Items – Plain Grocery Christmas giving tree program, Christmas baskets, Azure drop for Plain
 - g. Volunteers – create opportunities for the people to be involved
6. Duties as assigned by the Pastor.

This position will be compensated by a stipend of \$1,000 a month. The Director must be a member of Plain Community Church and have completed a back ground check prior to employment.

If you are interested, please submit a cover letter and resume to include references to the office at Plain Community Church. This position will remain open until filled.