



Food Pantry & Emmaus Table Coordinator

Trinity United Methodist Church - Warner Robins, GA

FOOD PANTRY

1. Coordinate/direct daily operation of the Food Pantry

-Recruit, organize and direct approximately 70 volunteers

-Determine/modify and publish program guidelines to meet client needs and ensure process integrity

-Ensure minimum staffing to support program operations

-Assign leads for major processes (i.e. client registration/sign-in, program documentation/file maintenance, client data entry/control, bread pickup, packing bags for distribution, scheduling truck drivers for weekly food pickup)

-Determine weekly food distribution needs and ensure preparation/availability

-Oversee the distribution of approximately 20,000 pounds of food monthly to approximately 300 families (1,200 individuals)

2. Sign annual contract/agency agreement with Middle Georgia Community Food Bank

-Provide all Trinity Food Pantry/Emmaus Table Program and contact information

-Ensure compliance with all Middle Georgia Community Food Bank, U.S Department of Agriculture (USDA) and The Emergency Food Assistance program guidelines (examples below)-

--Maintain program distribution records for three years

--Conduct and documents volunteer training

--Store all products in accordance with USDA guidelines and maintain Freezer log to document proper food storage temperatures

--Display required non-discrimination statement and the Civil Rights Act Complaint of Discrimination criteria.

--Conduct monthly inventory of USDA products, including quantity distributed for each item and fax to USDA Rep at the Food Bank

3. Maintain inventory and purchase or obtain, by donations, all necessary food and supplies to meet program needs.

-Request weekly food availability from Food Bank, place order, coordinate with drivers and unload truck.

-Ensure proper storage of food and rotation of inventory to prevent loss

4. Monitor program budget and manage expenditures to ensure program health and continuous operation

-Prepare yearly budget estimate/expected donations and expenditures

--Current annual budget is \$30,000

--Retail value of food distributed annually is over \$300,000

-Prepare and submit annual grant application to Macon District Board of Missions

- Communicate with District office to obtain current application format and filing deadlines
- Maintain copies of application/approval letter
- 2018 grant approved for \$17,000

5. Communicate with program donors

- Explain the program to potential donors, provide information, build/maintain relationships prepare/send thank you letters as appropriate
- Provide business donors with applicable tax information/documents and a list of volunteers authorized to pick up donations as requested
- Coordinate/support/participate in food drives
 - Arrange for pickup or delivery of the food collected
 - Arrange for storage and sorting of donated items

6. On distribution day, prepare to lead (or arrange for someone to lead) a pre-distribution prayer with the ministry recipients, a brief devotional is desirable

EMMAUS TABLE COMMUNITY MEAL

Directs activities regarding the Thursday night Emmaus Table

1. Direct food preparation and service in accordance with state and local Health Department rules.
2. Maintain inventory and purchase or obtain by donations of all necessary food and service items.
3. Check Food Pantry to ensure donated desserts, breads, and vegetables are available for Thursday night meal.
4. Check kitchen storage area to ensure disposable plates, bowls, cups, napkins and eating utensils are available. Order supplies as needed.
5. Check kitchen pantry for availability of tea, sugar, salad dressing and cleaning supplies. Purchase supplies as needed.
6. Thursday night – open kitchen and assist volunteers with food preparation and setting up the dining area.
7. Ensure food preparation and serving is accomplished in accordance with local, state and Health Department regulations.
8. Solicit volunteer cooks and where none are available step in and serve as cook. Assist the volunteer cook(s) with meal planning and food purchase within necessary budget constraints.
9. Coordinate/direct all kitchen/dining room volunteers each Thursday night from 4:00 – 7:00.
10. Lead or arrange for someone to lead the meal time prayer. Also, a brief devotional is desirable.
11. Ensure kitchen and dining room are cleaned, all food items properly labeled and stored, equipment turned off and kitchen secured at close of serving time.

If interested in applying, please send your resume and a cover letter outlining your interest and unique qualifications to trinitywrfoodsearch@gmail.com .