

Cathedral of the Immaculate Conception

JOB TITLE: Director of Social Services-Food Pantry

REPORTS TO: Rector/Administrator and/or designee

CLASSIFICATION: Non-exempt, part-time (28 hours per week; with diocesan benefits package)

POSITION SUMMARY

Provides for social services outreach to the community by staffing and maintaining the food pantry located at 93 Park Avenue, Albany. Procures grants and food deliveries from various sources. Provides food items to clients weekdays from 10am to 12pm. Maintains database of clients and resources, recruiting and managing volunteers who assist clients.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Maintains food pantry inventory by placing orders with vendors
- Provide for reception of daily food deliveries
- Recruit, trains, schedule and provide daily supervision of pantry volunteers
- Coordinates home delivery program, including but not limited to matching volunteers with clients who request delivery, phoning clients to secure their food order, and scheduling volunteers to deliver orders
- Conduct inventory of all good and submit reports as required
- Maintain clean, safe and secure environment
- Chair the Advisory Board
- Submit annual budget and financial report
- Work in collaboration with parish staff, volunteers, etc.
- Responsible for implementing food pantry policies and procedures
- Ability to recognize and respect matters of confidentiality

QUALIFICATIONS AND SKILLS:

- Experience in food pantry management and social services for those in need
- Ability to inspire and empower the use of others' gifts and talents
- Ability to lift, push and pull required loads
- Skills in verbal and written communications and the ability to plan and organize multiple work tasks as well as good interpersonal communication skills
- Ability to maintain and manage finances and grant applications
- Basic knowledge of MS Word, MS Excel, MS outlook and database software
- Demonstrated respect for the teachings and traditions of the Roman Catholic faith

PREFERENCES:

- Possession of a high school diploma and three or more years of experience managing a food pantry and supervising staff

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Location	Cathedral of the Immaculate Conception
Hours of work	28 hour per week
Exempt/NE status	Non-exempt
Last date revised	July 2018

Name _____ Date _____