

**Pantry Coordinator – Capuchin Community Services
The Province of St. Joseph of the Capuchin Order**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Pantry Coordinator is responsible for ensuring nutritious food boxes are provided in accordance with public health standards in a clean and safe environment. This position is also responsible for assisting in the Clothing Center and will be available to assist with other programs at the House of Peace and Capuchin Community Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- In collaboration with the HOP social worker, develop, implement and conduct a confidential intake evaluation with guests to assist in determining the underlying cause of the guest's food shortage, and make appropriate internal and external referrals for additional resources
- Assess the needs of the pantry and in collaboration with Assistant Director order and store pantry items, donations and other supplies needed to maintain the pantry
- Maintain records documenting freezer/refrigerator temperatures, cleaning and food distribution
- Create an inventory control and stock rotation system for storage, rotation and distribution of food
- Remain up to date on new practices and regulations in part by attending community and government meetings and training seminars conducted for food pantry employees. Share changes with staff
- Prepare periodic reports regarding pantry activities; submit to required agencies and Assistant Director
- Assist in the coordination of work assignments and hospitality for volunteers and workers assigned to the Food Pantry
- Assist in Capuchin Community Services, programs and activities
- Work with all staff and friars to develop a comfortable, hospitable and supportive environment for guests and volunteers
- Comply with Province and ministry policies, procedures, guidelines and standards

KNOWLEDGE, SKILLS AND ABILITIES

- **Qualifications:** High School Diploma or equivalent, 2 yrs. Exp. in food distribution, grocery store or similar field. Effective Microsoft Office skills, Effective communication, problem solving, interpersonal and organizational skills, ability to travel locally and work a flexible schedule, ServSafe certification or ability to attain within 90 days, ability to lift and move up to 50 pounds

Interested candidates can apply in any of the follow ways:

Submit letter of interest and resume to:

1. employment@thecapuchins.org Include Pantry Coordinator in the subject line.
(Or)
2. Attention: Human Resources
Re: Pantry Coordinator
The Province of St. Joseph of the Capuchin Order/Conner Kitchen
4390 Conner
Detroit, MI 48215