

**Pantry Coordinator**  
**The Province of St. Joseph of the Capuchin Order – Capuchin Community Service**  
**House of Peace**

*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 the ordering, storage and distribution of pantry items according to the needs of the guests and the practices of Capuchin Community Services (CCS). This position works in collaboration with the Social Worker and Assistant Director to provide services, programs and activities, and ensures guests and volunteers are shown hospitality. In addition to medical, dental, life and disability insurance we offer tuition reimbursement, pension and generous paid time off.

**Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- In collaboration with the House of Peace (HOP) social worker, develop, implement and conduct a confidential intake evaluation with guests to assist in need for services, 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 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
- Submit data for reports regarding pantry activities and submit to administrative assistant
- Assist in the coordination of work assignments and hospitality for volunteers and workers assigned to the Food Pantry
- Available to assist in all ministry services, programs and activities
- Work with staff to create a comfortable, hospitable and supportive environment for guests and volunteers
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** High School Diploma or GED, 2 years of food distribution or similar field, ServSafe and Allergen Certifications or ability to attain within 90 days; effective Microsoft Office skills, ability to travel locally, work a flexible schedule including weekends and holidays, travel locally and able to live and move up to 50 pounds.

**Review of resumes and applications will begin immediately.**

Interested candidates can apply in any of the follow ways:

1. Pick up an application at the St. Ben's Meal Site, 930 W. State St, Milwaukee, WI
2. Submit letter of interest and resume to [employment@thecapuchins.org](mailto:employment@thecapuchins.org)  
Include Pantry Coordinator in the subject line.