

Position Description
Food Ministries Administrator
Trinity Presbyterian Church, Tucson, Arizona

Purpose: This is a part-time, non-exempt, 20 hour per week, year-round position supporting Trinity's Community Food Bank Center and Casa Maria Sandwich Ministry.

Responsibilities:

- Working alone and/or with staff/volunteers, the Food Ministries Administrator is responsible for effective administration of Trinity's Community Food Bank Center and Casa Maria Sandwich Ministry.
- Maintain Food Bank records including weight of goods, number of people served, etc.
- Complete and submit the annual audit and statistical report for the Midwest Food Bank agency.
- Maintain and enforce cleaning standards as required by Pima County Health Department.
- Make weekly trip to the Agency Market/main Food Bank, loading and unloading, sorting and storing food inventory.
- Assure that all food maintained in the Food Bank is fresh and ready for distribution.
- Support monthly Casa Maria Sandwich Sunday, including purchasing sandwich ingredients, setting up Sunday sandwich assembly work stations, and cleanup when sandwiches have been made.
- Attend weekly Trinity staff meetings and monthly Trinity Mission Committee meetings.
- Must be able to lift 25 lbs.

Requirements:

- The Food Ministries Administrator is required to have Pima County Food Handling certification to work with Trinity's Food Bank and the Southern Arizona Community Food Bank.

Relationships:

- The Food Ministries Administrator works with the Mission Committee, the Head of Staff, other staff leaders, and volunteers as needed to carry out the responsibilities.

Evaluation:

- Annual performance review will be conducted by the Head of Staff. Compensation will be reviewed annually by the Personnel Committee of Session.

A&P Committee Approved 11-13-23