**Sister Visitor Center Food Pantry Coordinator**

**Overview**

Catholic Charities of Louisville is an apostolate of the [Archdiocese of Louisville](https://www.archlou.org/) and member of [Catholic Charities USA](https://catholiccharitiesusa.org/). We provide service for people in need, advocate for justice in social structures, and call the entire Church and other people of good will to do the same.

Catholic Charities of Louisville is the social-service arm of the [**Archdiocese of Louisville.**](https://www.archlou.org/) We provide help and create hope for the poor and vulnerable through a wide range of programs, assisting clients of all races, backgrounds and beliefs. Our service area includes 24 counties throughout Central Kentucky.

Catholic Charities of Louisville was established in 1939 and incorporated as a 501(c)(3) human service organization in 1993. It is one of over 160 [**Catholic Charities USA**](https://catholiccharitiesusa.org/) social service agencies in the United States.

Catholic Charities of Louisville has established three core values to represent us as an organization and are a gauge for how we work with each other as well as our clients and partners. They are Welcome, Strengthen and Empower.

**This position is a temporary contractual position that will start on November 1st of 2020 and end on April 30th of 2021.**

**Full time non-exempt position and pays $17 an hour.**

**GENERAL SUMMARY:**

Sister Visitors Center is a department of Catholic Charities that aids residents in West Louisville and, among other programs, operates a food pantry. The Food Pantry is being redesigned now into a supermarket style that will allow clients of Sister Visitors to choose their own food. The goal of SVC is not just to feed its clients but also to help them to choose healthier food options in the pantry.  This position will offer holiday pay and sick time, but no other benefits.

**ESSENTIAL DUTIES AND TASKS:**

Maintain monthly food supply based on SVC inventory protocols and community needs.

* Order, pick up, receive food, and obtain invoices from food banks and/or grocery stores.
* Pickup, receive, and record food donations.
* Stock storage part of pantry and ensure all food is sorted and stored in a safe and sanitary manner.
* Stock the front pantry so that there is sufficient food on shelves.
* Record monthly food data and manage monthly food bank reports.
* Manage food distribution process with help of staff and volunteers.
* Act as a personal shopper and help clients to choose healthier food options.
* Orient food bank volunteers with tasks to be done to prepare for food distributions.
* Follow CCL COVID Safety Protocols and manage clients’ entry/exit from pantry with the help of staff and volunteers.
* Coordinate monthly home deliveries.
* Complete intakes for new clients and update client information in agency database as needed.

**WORKING CONDITIONS:**

This work is performed in a store type setting with moderate noise due to a limited number of people moving in and out in the space.

**EFFORT:**

* Ability to sit, stand, walk, and sit for extended periods of time
* Ability to use stairs;
* Ability to lift and carry parcels and packages up to 50 lbs;
* Specific vision abilities include close and distant vision
* Ability to communicate effectively verbally and in written format
* Ability to work under pressure
* Ability to accurately examine and analyze information

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

**MACHINES, TOOLS, EQUIPMENT:**Telephone, computer, printer, copy machine, fax machine, calculator, scanner, and shredder

**EDUCATION AND EXPERIENCE:**

* High School Diploma or GED Equivalent plus 1 year of related experience.

**SPECIALIZED SKILLS, KNOWLEDGE, AND REQUIREMENTS**:

* Must represent Catholic Charities in a positive manner in dress and presentation when meeting the public.
* Must be able to communicate well verbally and in handwritten form with colleagues, superiors, clients, and community personnel.
* Must be able to manage competing demands and use time effectively.
* Must have knowledge of and familiarity with community resources.
* Must have valid driver’s license and personal transportation.
* Must be able to work under pressure and handle stressful situations.
* Must be proficient in PC skills including Microsoft Office applications such as Word, Excel, and Outlook and databases.
* Must be able to maintain confidentiality of information.
* Must demonstrate self-confidence, initiative, flexibility, and a high degree of professionalism.
* Must work well with limited supervision and be able to solve problems independently.
* Knowledge of warehouse safety, storage practices, and inventory management preferred

**Job Description**

**Screening Requirements**

Criminal Background Check

**Benefits**

Paid Sick Days, Paid Holidays