

# Walnut Hill Community Church

## Contract Arrangement for Logistics and Facilities Support for Walnut Hill's Food Pantry

**Function:** Storage and Logistics Support for Walnut Hill's Food Pantry

**Reports to:** Walnut Hill Community Church Food Pantry Coordinator

**Hours:** Part Time (We anticipate this role taking 20 hours per week.)

### Position Summary

This is a program-oriented role that is focused on helping to coordinate and support the receipt and movement of our food and materials and assist with the set up in support of greater Walnut Hill Community Church Food Pantry for both our Bethel and Derby Campuses.

This role is funded for at least 180 days starting July 1, 2025, and extending through December 31, 2025. Based on the ever-changing landscape of hunger and need in our community, this role will be re-evaluated in January 2026 for additional monthly funding beyond that point.

This role will take day to day direction from the Food Pantry Coordinator. He/she will also be expected to work closely with the Food Pantry Leadership Team to assist and help support food pantry related needs as they arise.

Because of the nature of this role, it is expected that the person in it will demonstrate both a high degree of initiative and self-directed management of their day to day and weekly responsibilities while at the same time taking direction for specific tasks on an as required from the Food Pantry Administrator and the Food Pantry Coordinator. This role will also require a jointly developed weekly schedule be established to ensure coverage of receipt and distribution of our food and materials supplies.

### Job Philosophy

As a vital part of the Walnut Hill ministry staff, the Pantry Logistics and Facilities Support plays an important role. The underlying approach to serving the needs of staff, volunteers, participants, programs, ministries and visitors should always be guided by the desire to reflect Christ's love and model servant leadership. Actions, attitudes and words must be guided by our staff values of Unity, Excellence and Honor and our church mission to *Ignite a passion for Jesus* in Connecticut, New England and around the world.

The Walnut Hill ministry environment consists of strong team dynamics that requires the willingness to help in whatever capacity is necessary to serve the church. As an employee with numerous duties, varying priorities and conflicting demands, this role must be self-starting, self-directed, and able to make sound judgments and decisions for the overall best interest of the church.

## Specific Responsibilities

Working closely with the Food Pantry Coordinator and the Food Pantry Administrator, act as the primary logistics, storage, and facilities team member in relation to the physical receipt, storage and movement of all of our food, materials and supplies.

Specifically:

- Act as key focal point for taking the physical receipt of bulk shipments that are delivered to the church on a weekly or monthly basis. Once received, act as primary person to put the food and supplies away into their proper storage area.
- Organize and maintain our food and materials inventory that supports our food pantry ministry including the food in our coolers, our storage areas such as P1/P2 and other areas for the inventory.
- Responsible for upkeep and maintenance of any pantry heavy equipment including pallet jacks, pallets, forklift, and large storage bins (cardboard, etc.).
- With specific respect to our two coolers:
  - Organize both 40-foot coolers.
  - Maintain and clean outside coolers. When coolers need repair, communicate with the USA Container company.
  - When power goes out, connect the generator to the containers. Ensure temperatures are at a set level via the monitoring application that can be downloaded to phone.
  - When needed, assist other food pantries with loading and unloading of food into their vehicles from WHCC coolers and dry food from building.
  - Work with donors putting away food when delivered. Make sure all food purchased was delivered.
  - When needed, drive to different centers such as Whole Foods distribution center and Lesser Evil to pick up donated food.
- Pantry planning and organizing support:
  - Act as an active member of the Pantry Leadership Team attending frequent planning calls if available.
  - Support the Pantry Coordinator and Pantry Administrator in their food pantry duties as needed.
  - Support our Special Needs community as needed when they come to support our food ministry during the week (e.g., Packing groceries in P2).
  - Help the Pantry Administrator as needed to provide needed supplies for grocery packing in P2 (pallets, bins, pre-counted bags, etc.).
- Provide support to the Bethel facilities team on an as-requested basis.

## Unity, Honor and Excellence

- Adhere in thought and action to Walnut Hill's values of unity, honor and excellence.
  - **Unity** — We are one body with many parts.
  - **Honor** — We demonstrate mutual respect and consideration for each other.
  - **Excellence** — We ultimately work for the Lord and respond accordingly each day.

## **Qualifications, Gifts and Strengths**

- Excellent organization and communication skills.
- Demonstrated initiative and self-directed execution of responsibilities.
- An ability to physically move pallets of food and supplies and an ability to lift 50lbs as needed.
- A valid driver's license and comfort in driving a 20-foot truck we use for food distributions at the Derby campus. (Must be at least 21 years old to drive the truck.)
- A love and passion to serve others as demonstrated by the servant nature of Jesus.
- A high degree of dependability.