

# Walnut Hill Community Church

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

**Function:** Storage and Logistics Support for the Walnut Hill Community Church Food Pantry

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

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

### Position Summary

This program-focused role supports the receipt, movement, and setup of food and materials for the Walnut Hill Community Church Food Pantry at both Bethel and Derby campuses. The position reports to the Food Pantry Coordinator and works closely with the Food Pantry Leadership Team to meet ongoing needs. The role requires strong initiative and self-management, while also following direction from the Food Pantry Coordinator and Administrator. This role will also require a jointly developed weekly schedule to be established to ensure coverage of receipt and distribution of our food and 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:

- Serve as the primary point of contact for receiving weekly bulk shipments at the church. Upon arrival, act as primary person to put the food and supplies away into their proper storage area.
- Organize and maintain food and supply inventory across all storage areas, including coolers and designated spaces (P1, P2, etc.).
- Oversee upkeep and organization of all pantry equipment including pallet jacks, pallets, forklift, and large storage bins (cardboard, etc.).

- With specific respect to our two coolers:
  - Organize and maintain both 40-foot coolers, including routine cleaning and exterior upkeep.
  - Coordinate repairs with the Food Pantry Coordinator & USA Container as needed.
  - Monitor and maintain proper temperatures, including connecting the generator during power outages.
  - When needed, assist with loading/unloading food for partner pantries and internal use.
  - Support donors with food drop-offs and storage.
  - Pick up donated food from partner locations (e.g., Midwest Food Bank, Lesser Evil) as needed.
- Pantry planning and organizing support:
  - Serve as an active member of the Pantry Leadership Team attending zoom planning calls and quarterly meetings if available.
  - Support the Pantry Coordinator and Pantry Administrator in their food pantry duties as needed.
  - Support volunteers, including our Special Needs community, with packing and other pantry tasks during the week (e.g., Packing groceries in P2).
  - Assist the Food Pantry Administrator ensuring packing areas (e.g., P2) are stocked with necessary supplies (pallets, bins, pre-counted bags, etc.).
- Provide support to the Bethel facilities team as needed.

## 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.
- Ability to safely lift and move pallets of food and supplies, including lifting up to 50 lbs as needed.
- A valid driver's license is required, with willingness and ability to operate a 20-foot box truck for food distribution (must be at least 21 years old).
- A love and passion to serve others as demonstrated by the servant nature of Jesus.
- A high degree of dependability.