

GROVE CHRISTIAN OUTREACH CENTER

Food Ministry Manager

About the Organization

Grove Christian Outreach Center is a faith-based nonprofit organization whose mission is to foster relationships through Love and Grace in order to improve the overall health of the Grove Community. We accomplish this by providing food, clothing, financial assistance, school supplies and Christmas gifts in the name of Jesus and by shining His light and love into the lives of those we serve.

General Job Description: This is a full-time, salaried and exempt position with a four-day work week (Mon, Tues, Wed and Fri). The Food Ministry Manager coordinates all aspects of the food ministry program that exists to provide nourishment for our vulnerable neighbors facing food insecurity. The success of our food ministry program depends on effective communication with food retailers, volunteers, donors and the community at large. Daily receiving of food, inventory of supply and procurement plans are a major component of this position. The Food Ministry Manager provides supervision to the Food Ministry Assistant.

Primary Duties and Responsibilities

- Oversight of daily Food Receiving, Food Recovery and Food Pantry Stocking.
- Management and scheduling of food pantry volunteers.
- Coordination of inventory for multiple food pantry programs.
- Responsible for purchasing of inventory using company credit card and submitting receipts in a timely fashion.
- Responsible for ordering weekly inventory from multiple sources
- Monthly reporting for food rescue program
- Ordering and tracking federal commodities in conjunction with regional Foodbank

Desired Qualifications

- Ability to effectively communicate in written format as well as over the phone and by text
- Excellent organization skills
- Proficiency in Windows, Microsoft Office Suite
- Ability to build and foster relationships with staff, volunteers, GCOC guests and the general public
- Valid Virginia Driver's License

Working Conditions and Benefits

- Position is full time (appx 35-38 hours a week). Occasional night and weekend hours may be required throughout the year to fulfill the mission.
- Shared office space.
- There is an on-site work requirement, hybrid or work-from-home is not possible.
- The Center closes for two weeks in December, all major holidays and closings are paid and there is a generous PTO package.

- To foster a team environment and build relationships among the staff there are quarterly staff retreat days that include team building activities or mental health relief activities.
- There is no medical/retirement package at this time.

Essentials

- Commitment to serving vulnerable populations with compassion and empathy.
- Must be available to work nights and weekends as needed for Special Events.
- An ability to work independently while accepting responsibility and remaining fluid in a changing environment.
- Excellent interpersonal skills and a sense of humor.
- Must have personal transportation.
- The ability to handle high stress environment with love and grace.