**Christ Lutheran Church Food Ministry**

**Job Description**

**Feed My People (FMP):** -- CLC Pantry and Wednesday’s Table (WT)

* Arrange/pick-up for food pick-up from FMP
  + Weekly tracking of people served. Also send email to other Tables identifying the number of meals served
  + Receive orders from FMP truck and put away
  + Monthly reporting of stats to FMP

**Pick up food from store** -- WT

* + Arrange/pick-up for food pick-up from stores as needed

**The Emergency Food Assist Program (TEFAP):** -- WT

* Arrange/pick-up for monthly pick-up of TEFAP food from Stepping Stones
* Rotate Stock and record information on TEFAP Sheet
* Record time and temp on all refrigerators used per TEFAP/FMP
* Pest Inspection and record on TEFAP Sheet
* Report monthly stats to TEFAP
* Track TEFAP and NON-TEFAP food for monthly reporting

**Plan meals:**  -- WT

* Each meal should designed meet USDA standards
* Thursday update FB page and notify CLC tech of update
* Next week’s menu should be given to office manager 1 week prior
* All food should be received from FMP or TEFAP.
  + Store purchased should be kept to a minimum

**Plan and Set up Bags for Pantry**

* Arrange/receive donations and restock pantry as needed
* Plan and set up bags for distribution
* Set up for distribution and volunteers on Wednesday night

**Help** with cooking, serving and clean-up as needed -- WT

**Contact** and recruit volunteers. -- WT and CLC Pantry

**Attend** bimonthly Wednesday’s Table Board meeting. -- WT

* Give Financial report
* TEFAP Report
* Any other concerns or updates

**Any health conditions** to prevent you from doing preforming these duties on a regular bases.

**Under supervisor** of current Ordained Minister of Christ Lutheran Church

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**Requirements for Employment**

* High School diploma or equivalent
* Pass background check
* Food Handler ServeSafe Food Certified within 30 days of employment
* Proficient on Facebook, Excel and general computer software.
  + Have access to a computer/laptop to perform these duties on a daily bases.
* Reliable transportation
* Proof of Insurance
* Current WI Driver License
* Lift 40 pounds
* Available all day Wednesday
* Be able to work independently
* Organized and detail orientated