

## **Job Title: Pantry Coordinator – Lake Worth & West Palm Beach**

**Organization Objective:** CROS Ministries serves the hungry in Palm Beach and Martin Counties through community collaborations. CROS is supported by churches, synagogues, community groups and private individuals throughout Palm Beach County and the Treasure Coast, all of whom share in this common goal.

**Expectation for All Employees:** All employees will support the organization's mission, vision, and values by exhibiting the following behaviors: professionalism, excellence and competence, collaboration, innovation, respect individuality of others, commitment to our community, accountability, and ownership of actions and decisions. All employees will demonstrate support of the organization through commitment to policy, safety and security, and compliance. All employees are expected to participate in organization events and support organization program operations.

**Job Overview:** This position is responsible for overseeing the Lake Worth and West Palm Beach Food Pantries. This is a part-time position, 25 hours per week. Wage range \$14-16 per hour.

### **Essential Functions**

- Manage the Lake Worth and West Palm Beach food pantries
- Recruit, train and supervise volunteers
- Organize and coordinate community food drives
- Oversee data management and program reporting
- Maintain relationships with community partners
- Work to educate the community as to systemic causes and solutions to ending hunger

### **Qualifications**

- Associate Degree in related field OR High School Education plus five years directly related experience
- Strong oral and written communication skills
- Intermediate computer knowledge, database experience a plus
- Fluency in Spanish and/or Creole preferred

### **Orientation Factors**

- Must be able to lift and move 25 lbs. repetitively
- Must be able to withstand extended periods of sitting, standing, and/or bending
- Must be able to climb stairs
- Must have a valid driver license, clean driving record, and be able to travel countywide
- Must be able to work in a fast-paced environment with diverse groups
- Occasional after hours work is required throughout the year.

Mail (1) resume, (2) letter of intent, (3) three references (two employment), and (4) wage requirements to:  
CROS Ministries

ATTN: Meredith Caldwell  
3677 23<sup>rd</sup> Ave. S., #B-101  
Lake Worth, FL 33461

OR

E-mail your submission to [mcaldwell@crosministries.org](mailto:mcaldwell@crosministries.org)

Submissions should have all **four** components, as listed above, to be considered complete. Submissions should be postmarked by Jan. 6, 2017, if mailed. E-mailed submissions should be received by Jan. 6, 2017.