Position Description

**Food Ministries Administrator**

Trinity Presbyterian Church, Tucson, Arizona

**Purpose:** This is a part-time, non-exempt, 20 hour per week, year-round position supporting Trinity’s Community Food Bank Center and Casa Maria Sandwich Ministry.

**Responsibilities:**

* Working alone and/or with staff/volunteers, the Food Ministries Administrator is responsible for effective administration of Trinity’s Community Food Bank Center and Casa Maria Sandwich Ministry.
* Maintain Food Bank records including weight of goods, number of people served, etc.
* Complete and submit the annual audit and statistical report for the Midwest Food Bank agency.
* Maintain and enforce cleaning standards as required by Pima County Health Department.
* Make weekly trip to the Agency Market/main Food Bank, loading and unloading, sorting and storing food inventory.
* Ensure that all food maintained in the Food Bank is fresh and ready for distribution.
* Support monthly Casa Maria Sandwich Sunday, including purchasing sandwich ingredients, setting up Sunday sandwich assembly work stations, and cleanup when sandwiches have been made.
* Attend weekly Trinity staff meetings and monthly Trinity Mission Committee meetings.
* Must be able to lift 25 lbs.

**Requirements:**

* The Food Ministries Administrator is required to have Pima CountyFood Handling certification to work with Trinity’s Food Bank and the Southern Arizona Community Food Bank.

**Relationships:**

* The Food Ministries Administrator works with the Mission Committee, the Head of Staff, other staff leaders, and volunteers as needed to carry out the responsibilities.

**Evaluation:**

* Annual performance review will be conducted by the Head of Staff. Compensation will be reviewed annually by the Personnel Committee of Session.

*A&P Committee Approved 11-13-23.*

*Session Approved 11-21-23.*