

## job description

Director(s), Food Bank

## summary

The Food Bank Director(s) lead all aspects of Northshore's Food Bank outreach ministry. The director(s) serves at the direction of the Church Administrator.



## time commitment

This is a volunteer position.

## responsibilities

1. Lead volunteers, including any assistant directors.
  - a. Schedule volunteers.
  - b. Recruit volunteers.
  - c. Interview, process, and clear volunteers.
2. Manage Inventory
  - a. Build and lead systems to process donations.
  - b. Prepare food items for distribution.
  - c. Identify needs for in-kind donations.
  - d. Facilitate purchases.
3. Work with partners/donors.
4. Schedule distribution.
5. Work with the [Lead Pastor](#) to solicit donations of food and funds.
6. Lead systems to provide for food safety, and the safety of volunteers and those served by the food bank.

## qualifications

1. Attention to detail.
2. Problem solving.