POSITION ANNOUNCEMENT
PIQUA/BISTRO FOOD PANTRY LOGISTICS SPECIALIST

Be a part of an organization that is committed to meet the needs of our most vulnerable neighbors. The New Path, Inc. is actively searching for an individual to serve as our Piqua/Bistro Food Pantry Logistics Specialist, working eight hours per week at our Piqua/Bistro Food Pantry, located at 1876 Commerce Drive in Piqua.

About The New Path, Inc.

The New Path, Inc. is a large, faith-based, non-profit organization serving Miami County and portions of Montgomery County. Our organization is accredited by the Better Business Bureau and was also recognized as a “Best Place to Work” by the Dayton Business Journal in 2018. Our organization has also been named a “Four Star Charity” by Charity Navigation, on many occasions.

About the Job

The Piqua/Bistro Food Pantry Logistics Specialist will play a critical role in allowing the organization to continue to operate in the Piqua community. The Piqua/Bistro Food Pantry was started in September 2018 and serves roughly 550 individuals per month.

This position will ensure that food is transported and stocked from our Tipp City location to the Piqua/Bistro food pantry two times per week along with helping to recruit and retain volunteers for this effort.

About the Candidate

The ideal candidate will have a high school diploma, or equivalent, and demonstrate strong organizational skills and an ability to work with and serve with others. Candidates must also have a valid drivers’ license and pass a criminal background check.

A full position announcement can be found at www.newpathserves.org and applicants should submit a letter of interest and resume. Letters of interest and resumes will be accepted until January 17, 2020 and should be mailed to: William Lutz, The New Path, Inc., 7695 South County Road 25-A, Tipp City, OH 45371.
JOB DESCRIPTION

Position: Piqua/Bistro Food Pantry Logistics Specialist

Accountable to: Director of Compassion Ministries

Spiritual Expectations:
- Professes and follows Jesus Christ as Savior and Lord
- Commitment to and practice of personal daily spiritual growth and a healthy lifestyle
- Considers this position a compassion outreach ministry, not just a job
- Is an active participant in the life of a faith-community of Christ-followers

Education and Experience:
- High school diploma or GED Equivalent
- Experience working in a team-based environment

Position Statement of Need:
The position will partner with the Director of Compassion Ministries to provide for the provision of supplies at the Food Pantry and food storage area by working with servant leaders and servants.

Position Responsibilities:
In the Food Pantry Area:
1. Ensure shelves and freezers are stocked, keep food on them at all times during pantry hours and properly rotated. Monitor supplies of the food groups so orders can be made to ensure stock in 2 weeks. Enough food for at least 50 families should be available, if not the Director of Compassion Ministries should be contacted immediately to order or purchase adequate food.

12/13/2019
2. Transport food materials from the New Path Discipleship Center to the Bistro Food Pantry on Tuesdays and Wednesdays.

In the Food Storage Area:

1. Monitor all freezers and refrigerators on a daily basis and record the temperatures in the log book. Immediately report any equipment that is not working properly to the Director of Compassion Ministries. Keep equipment clean and free of food debris. Record the temperatures of all refrigerators and freezers every day that the food pantry is open in the Temperature Log binder. Do not let frost build up more than 4 weeks.

Administration/Clerical:

1. Recruit volunteers/groups to serve in the pantry. Ask for rules to be posted in the sign-up pad at church by emailing a short jobs description and the days and times help is needed.
2. Attend all required trainings and staff meetings as directed by Director of Compassion Ministries.

Skills Required to Succeed:

1. Able to lift and move up to 40 pounds
2. Willingness to learn data programs and other computer applications
3. Enjoys working with people and has a positive attitude and cheerful disposition
4. Ability to organize and keep accurate records
5. Strong people, customer service and team skills
6. Works willingly and shows initiative in getting the job done
7. Works well with unpaid servants and volunteers and respond positively to supervision
8. Have valid driver’s license and insurance

Hours:

Tuesday and Wednesday – 8am to noon. 8 hours per week.

Salary:

Based on experience.