

Description of Trinity Food Ministry and Tasks associated with the Position of an Administrative Assistant.

Through Trinity Food Ministry (TFM), Trinity Church, Central West End has served the residents of this city for almost 50 years. One block from the Delmar Divide – Post Ferguson, this beloved community is beyond simple pantry, beyond simple meal, beyond meeting the most basic physical needs. Fundamental to this ministry is the need for respect and dignity to and for one another. TFM is a Jubilee Ministry Center of the Episcopal Diocese of Missouri working with and for people who are poor and oppressed. It is also an Ecclesia Mission Ministry, bridging the resources of diverse congregations, living into God's preference for those who are poor, giving voice to the voiceless, respecting the dignity of each person, and searching for Christ in ourselves and each other. Therefore, the fundamental requirement of this job is to respect the dignity of every member of the community, whether they come to serve or be served.

This position requires a minimum of ten hours per week up to a maximum of fifteen hours. As is the manager of the Trinity Food Ministry, so also the Administrative Assistant will be a representative of Trinity both at work and away from work. The AA will work hand in hand and report to the TFM Manager.

This position requires a certain amount of versatility due to the fluidity and nature of working with perishable and non-perishable donations. Keeping up with donations, storage of newer products, sorting of products for immediate distribution are important tasks. Abundance offers its own set of problems.

This position requires patience for the human condition, both those we serve and ourselves.

It requires the ability to stand for long periods in addition to being able to lift 30-40 pounds.

It requires a working familiarity with Microsoft apps such as Word, Excel, and Access. The ability to make signs, print and mail letters, enter data, aid in grant research is expected, and other tasks as needed.

Dependable access to a vehicle is necessary due to weekly supply pickups at Restaurant Depot and other sites as needed.

Availability at Sunday Hot Lunch will be required on occasions.

As COVID-19 abates, it will be the task of the Assistant to help the Manager in the multiple stages of reopening.

Essential Duties and Responsibilities include the following. Other duties may be assigned,

- Obtain Safe Food Manager license.
- Ensure that Kitchen complies with Saint Louis City Department of Health food safety/food handling guidelines.
- Ensures food pantry, kitchen, storage room, etc. are all clean and well organized.
- Make certain that each Kitchen Crew has what they need to create meals.
- Oversee set up and cleanup of each Pantry.
- Maintain an Inventory of supplies and all purchased canned goods.
- Inventory donated nonperishable goods.
- Receive produce order and store properly.
- Oversee sorting/distribution of Whole Foods donation.
- Pickup and purchase 4 -6 cases of eggs from Restaurant Depot.
- On Thursday, order produce for the next week.
- Break down Pantry on Thursday evening
- Other tasks as necessary

An ideal example of the time breakdown would be Tuesday, 9:30 am to 4 pm; Thursday, 2 pm to 6 pm. It would be expected that the Assistant would be available before Pantry opens and during.

Extra Information:

Pantry Hours COVID-19 Time: (end time dependent upon how many people are in line)

Tuesday 1:30 – 3 pm

Thursday 4 – 5 pm

Sunday Hot Lunch 2 – 2:30 pm

Hot meals are served as take-out.

At this time, there are 12 – 14 volunteers working at Pantry over a staggered schedule. Before COVID, 52-60 volunteers worked various tasks throughout the week.

Pre-COVID, Pantry was open three days each week, Tuesday – Thursday. As we are able, we will return to that schedule. When people are once again able to come in, the meals will resume as inside dining.

Prior to the pandemic, we served 90-120 meals during the week. Currently, we serve 70- 75 meals each week. Sunday Hot Lunch continues to serve an average of 80 people.

Contact the Rev. Jon Stratton at jon@trinitycwe.org