

## **Job Title**

GSLC Community Food Response Coordinator

## **Description**

Community Food Response (CFR) is a local, non-profit organization which provides food to those in need. CFR coordinates the distribution of surplus food from Rochester's restaurants, hotels and food service businesses. Food is distributed each week on Monday, Wednesday, and Friday from 5-6:30 PM at Bethel Lutheran Church in Rochester. Good Shepherd's volunteers serve the program on the 2<sup>nd</sup> Monday of the month.

The CFR Coordinator's duties include:

- Make a schedule for the volunteers for a six month period of time, rotating the people on the schedule so they all have a chance to work.
- E-mail a tentative copy of the schedule to those with e-mail addresses.
- Make copies at the Church office, take envelopes with postage to mail volunteer letters, leave a copy of the schedule in the Community Food Response file in the Office Administrator's desk and make a copy for the CFR file you keep.
- Send final copy of schedule to the volunteers along with a list of volunteers to contact if they need a substitute.

## **Timeframe**

- Initial commitment of one year is requested, with the option to renew the commitment annually thereafter.
- Besides coordinating the six month schedules for volunteers, there is incidental time spent revising the volunteer list (adding/deleting volunteers as circumstances change), assisting volunteers with schedule changes and corresponding with the CFR program.
- The CFR Coordinator may also schedule himself/herself as a volunteer for one of the shifts if desired

## **Training/Qualifications**

No training is required for this position. Good organization and planning skills are helpful. All are welcome.

## **Committee Oversight**

This position is overseen by the Social Ministry Team. The Social Ministry Team is accountable to the Church Council.

## **Staff Liaison**

Pastor Karen Pahl

## **Contact for Information**

Current GSC CFR Coordinator is Cathy Pickett

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