



## **Outreach Department Job Opening:** Food Pantry Manager

**Job Type:** Full Time

**Job Details:** Salary + Benefits

**Location:** St. Anthony of Padua Catholic Church  
7801 Bay Branch Dr. The Woodlands, TX 77382

**Summary:**

Manages all parish food pantry efforts and actively supports our clients, clergy, and volunteers.

**Duties and Responsibilities:**

- Develop and maintain relationships within clients and community members who will be utilizing the food pantry.
- Order food from food bank, local grocers, and coordinate pick up/deliveries.
- Manage weekly food distribution to families and community members.
- Track and report all food pantry data to parish on a monthly basis.
- Recruit, train, and manage all food pantry volunteers.
- Attend food pantry related trainings or meetings as needed.
- Creates and maintains approved food pantry calendar for fiscal year which includes special holiday food drives (ie. Thanksgiving, Christmas, etc).
- Collaborate with other parish and school ministries to provide campus wide exposure and participation in the mission of Catholic social justice.
- Coordination of facilities and resources as needed to provide an active environment at the St. Teresa Center.
- Generate communication on upcoming food pantry events and needs for bulletin, website, and social media in conjunction w/ the Director of Communication.
- Maintain strong relationship with Montgomery County Food Bank and other local partners (ie. Catholic Charities, Interfaith of The Woodlands, etc).
- Must ensure compliance with local regulations from Public Health Department to guarantee cleanliness and food safety within the food pantry operation.
- Proactive member of disaster response team for the parish which would include adjusted hours in the event of a disaster or crisis.
- Establish and maintain a “Mobile Loaves & Fishes” ministry that will take food out to those that cannot come to the parish.
- Oversee the daily upkeep of the food pantry facility and report facility needs in a timely manner to Facilities Manager.
- Willing to work occasional nights and weekend hours.
- Models radical hospitality with all volunteers and parishioners.
- Oversees the St. Anthony Bread annual budget.
- Other duties, as assigned by the Director of Outreach.

**Education and Experience:**

- Bachelors preferred.
- Bilingual in English/Spanish required.
- Excellent time management and organizational skills.
- Experience working in a food distribution warehouse or food pantry preferred.
- Experience working with school-age youth and families.
- Familiarity with local social service organizations and resources and experience working with impoverished communities.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must have a valid Texas driver's license.
- Successful completion of civil, criminal, and motor vehicle background checks.
- Must be VIRTUS certified within first 30 days of employment.
- Experience managing staff and volunteers a plus.

**Language and Communication Skills:**

- Excellent and professional verbal and written communication skills.
- Bilingual in English/Spanish required.
- Team player that has a desire to support coworkers.
- Knowledge and competency to operate a personal computer.

To apply please email résumé and cover letter to Barbara Beale at: [bbeale@ap.church](mailto:bbeale@ap.church)