Epikos Church—Milwaukee, WI

epikos.org

Position: Food Pantry Coordinator (at the Mayfair Road Campus)

Position Status: Part-Time, approx. 15–20 hours/week

Supervisor: Mayfair Road Campus Pastor

Position Summary

The Food Pantry Coordinator leads the daily and strategic operation of the Mayfair Road Food Pantry, serving neighbors in need while furthering Epikos' mission to equip and encourage all people to trust in Jesus, become like Jesus, and do as Jesus did. This role builds and equips a strong volunteer team, cultivates congregational and community partnerships, and establishes systems that keep the pantry running well regardless of which leaders are on site.

Position General Expectations

- Oversee weekly pantry operations, including food ordering through Feeding America Eastern Wisconsin, partner pickups, inventory, distribution days, and pantry team meetings.
- Recruit, schedule, train, and encourage pantry volunteers, and develop backup leaders so operations continue through absences and transitions.
- Maintain and lead the pantry leadership team.
- Establish and maintain written procedures for all core pantry functions.
- Submit monthly statistics to Feeding America and maintain accurate pantry records.
- Steward the pantry's annual budget, including the Thanksgiving distribution.
- Cultivate and maintain relationships with food and volunteer partners, schools, businesses, and ministries.
- Engage the Epikos congregation through initiatives such as the monthly Food of the Month drive.
- Plan and lead annual events and seasonal needs, including Scouting for Food, summer service groups, and the Thanksgiving food distribution. Pantry team social events (1-2x annually)
- Ensure clients are served with dignity and regularly offered prayer and referrals to additional support.
- Partner with the Campus Pastor and staff to align the pantry with other campus ministries and explore new outreach opportunities.
- Join bi-weekly Epikos Church staff meetings

Ideal Candidate is someone who...

- Brings experience in food pantry, non-profit, or volunteer coordination work (preferred)
- Is highly organized, dependable, and able to manage many details and relationships at once
- Communicates warmly and clearly with volunteers, partners, and clients from diverse backgrounds
- Holds a valid driver's license with reliable transportation
- Is able to lift up to 50 lbs and stand for extended periods

Expectations for Connecting at Epikos

- Agrees with the Epikos Statement of Faith and has a heart to share the love of Jesus through service
- Attend and engage in one Epikos worship service every week (when not on vacation or sick)
- Participate in a Small Group at Epikos (preferred)
- Become a Covenant Member of Epikos (preferred)

Please send your cover letter, resume, and any other information you believe is pertinent to **jobs@epikos.org**.