

HELP WANTED

Job Title: Christ Episcopal Church Samela Food Pantry Administrator / Ansonia

Start Date: October 1, 2026

Supervisor(s): Sr. Wardens and/or Jr. Warden. Vestry is the Board of Directors for the Food Pantry. Employee is required to provide a brief written report to Vestry for monthly meetings and/or attend meetings in person periodically at the request of Vestry.

Hours of Employment: Monday-Thursday (4-day work week), 20-25 hours per week, part-time

Compensation: Non-exempt hourly employee. \$20 PER HOUR

Compensation is funded by current grant funding.

Employee is required to submit a time sheet for all hours worked and is to be submitted for each pay period.

Pay periods are bi-weekly; payable one week after pay period closes and direct deposit is required.

Employee is a participant in the Episcopal Church's Lay Employee Defined Contribution Plan with 5% of the annual salary contributed from grant funding.

The Finance Committee and Vestry will review compensation annually.

Food Pantry is open to the public Tuesday, Wednesday & Thursday 9-1 pm. Food deliveries are usually on Mondays.

Employee will be paid for 3 sick days (15 hours), 3 personal days (15 hours), 5 vacation days (25 hours) and the following five (5) holidays: New Year's Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Warden needs to be advised via email or phone call when all days off are being taken. No sick, personal and/or vacation days are to be carried over. Vacation days are to be approved in advance.

Statement for Religious Non-Profit: As a religious non-profit organization, Employer does not participate in either state or federal unemployment compensation pools and, therefore, should employment in this position terminate for any reason, no benefits would be payable.

Statement of Employer at Will: The employer is an at-will employer and does not constitute a guarantee of employment and is not an employment contract; this is a review of discussion concerning the start date and compensation.

Qualifications/Skills/Responsibilities: Computer and manual record retention, telephone and personal interactive skills, friendly, adhere to laws of confidentiality, reliable, trustworthy, flexible, self-directed; excellent written and verbal skills – ability to interact with distressed persons; ability to prioritize and follow through; provide client assistance in contacting other social service agencies that may be needed by client and/or client family members; responsible for all intake information in compliance with Connecticut Foodshare regulations; maintain recordkeeping for meals provided to clients; maintain confidential client records in secure file cabinet; and ordering product, maintaining inventory, receiving product deliveries; ability to comply with any and all on time reporting in connection with Connecticut Foodshare rules and regulations, any and all grants supporting Samela Food Pantry and any and all reporting to Valley Task Force; and Supervision of Food Pantry Clerk while in and on premises. Hours of operation are to be always posted on the exterior entranceway to the building.

Stock/restock shelves/food pantry; inventory control; recordkeeping for refrigeration temperature.

Administrator's performance will be reviewed and evaluated annually and may be evaluated as necessary by Sr. and Jr. Warden. The intention of this review is to improve communication and clarify expectations for the benefit of the Administrator and the Parish.

Volunteers: Responsible for all volunteers on premises, recruiting and scheduling volunteer hours. A list of names, emergency contact information, address, telephone number, email address and volunteer hours should be readily available on site.

Requirements of employment: Employee is subject to background and credit check, ECCT Safe church training and Sexual Harassment Training.
Annual Connecticut Foodshare training.
Ongoing job cross training for designated person(s).

Dress Code: Business Casual.

To apply send resume with references and cover letter to
Nancy Valentine, Sr. Warden
nvbv1952@gmail.com