

JOB DESCRIPTION: MEAL PACKING PARTY COORDINATOR

Department: Initiatives
Reports To: Director of Initiatives Fulfillment
Recruited By: Executive Director of Initiatives
Approved By: Executive Director of Initiatives
Organizational Unit: Headquarters
Status: PRN
Classification: Non-Exempt

JOB SUMMARY

The coordinator is responsible for assisting with and helping lead meal packing events. Most events will be on the weekends. The schedule of events is known approximately six weeks in advance. The coordinator is expected to assist *as needed*.

ESSENTIAL DUTIES AND FUNCTIONS

- Assist with cleaning meal packing supplies.
- Assist with and/or lead meal packing events.
- Assist with the loading and unload for packing events.
- Ability to travel to packing events both in and out of state.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- Strong organizational/administrative skills
- Maintain a strong sense of partnership and teamwork
- Self-starter with drive, passion, and initiative
- Valid Driver's License and/or Identification

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Basic computer and systems skills including experience with Microsoft Word.
- Ability to build effective professional working relationships internally and externally.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- General knowledge of standard office practices and office equipment.
- Willing to work on the weekends when *needed*.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive, and FBCH/OMC may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to lift over 50 pounds. The employee frequently is required to use hands to finger, handle, or feel. The employee must be able to operate a forklift. The employee is regularly required to walk and reach with hands and arms, stoop, or kneel. Specific vision abilities required by this job include far and close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a warehouse setting.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____