

**Diocese of Saginaw**  
**Job Description**

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**TITLE: Food Pantry Coordinator, Migrant Ministry**

**Date: January 2026**

**SUPERVISOR: Director of Multicultural Ministry**

**STATUS: Temporary, Part-Time 2, Hourly, Non-Exempt**

*(Based on 16 hours per week, not more than 5 months per year)*

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**GENERAL DESCRIPTION**

The Food Pantry Coordinator supports the apostolic works of the Diocese of Saginaw in general, and in particular, outreach to migrant families in the area through the operation of a food pantry in the Tri-City area as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Review and approve the migrant flyer sent to parishes for donations, typically in April.
- Clean and organize areas where food, clothing and other items are stored.
- Coordinate and be present to receive food and clothing donations.
- Fill food boxes for each family according to the number and ages of family members.
- Beginning in June, distribute food and pantry items to migrant families; this process will continue, generally ending the second week of August:
  - Collect each family's demographic information and maintain these records.
  - Collect information about the sacramental needs of the families.
  - Provide each migrant family with food, clothing, and supplies.
- Identify and purchase, as approved, any pantry items that are in high demand.
- Respond timely to all incoming communication requests.
- Communicate migrant families' emergency needs to the Office of Multicultural Ministry and respond accordingly.
- On occasion or by request, visit migrant camps and make food pantry items available to the migrant camp families.
- Maintain the food pantry areas in a clean and sanitary condition, leaving it clean, organized, and ready for next year.
- Comply with all applicable federal, state, and local health and safety requirements.
- Submit an end of season report.

**ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports to Director of Multicultural Ministry, part of the Department of Parish Life and Evangelization.
- Maintain an open and collaborative relationship with the Diocese, its staff and with parish leaders, staff and volunteers.

**QUALIFICATIONS & SKILLS**

**Education:** High School degree required.

**Experience:** A minimum of one-year prior experience working with migrant food services.

**Job Related Skills:** Excellent communication skills. Demonstrated commitment to social justice and sensitivity to challenges of the migrant community. Ability to maintain client confidentiality. The ability to stay organized and prioritize the work.

**Interpersonal Skills:** The ability to work independently as well as with others in a collaborative team environment. Ability to maintain high standards of honest and ethical behavior.

**Language skills:** The ability to speak, read and write in English and Spanish is preferred. Ability to read and comprehend simple instructions, write short correspondence and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** The ability to apply common sense understanding to carry out detailed written or oral instructions.

### **WORKING CONDITIONS**

- Hours of Work: Maintains regular pantry dates and hours during the season.
- Typical work schedule is during normal business hours; evening and weekend availability as needed.
- Nature of Work: Work environment is primarily in an office setting but also requires some local travel.
- Employee should be able to walk, talk, reach, stand, sit, hear, use hands and feet repetitively, and occasionally lift up to 20 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

### **ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hired employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

### **JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

### **SIGNATURES**

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_