



Hannah House

a Christ Central Ministry

Food Administrator

This position requires an individual to provide oversight and direction for food preparation.

Assignment involves:

- Communicate with the Food Procurement and Collection Coordinator weekly to identify the status of the food supplies on hand and the food needs for the upcoming menus
- Create weekly grocery lists for Harvest Hope Food Bank & resident shopping and log resident receipts
- Maintaining monthly reports (Harvest Hope requires monthly reports to be faxed indicating the number of meals served each month, Harvest Hope also faxes USDA food items each week which will be beneficial for creating the grocery shopping list)
- Create weekly menus & children's snack menus
- Establish the volunteers needed to pick up food products donated by various organizations
- Create a schedule for the volunteers assisting in weekly food distribution activities

Time Required: 4-6 hours per week