

St. Matthew Trinity Lutheran Church LunchTime Ministry Supervisor Job Description

Overview:

St. Matthew Trinity Lutheran Church has a long tradition of feeding the homeless and hungry, advocating for and providing affordable housing, and is committed to the equality of LGBTQ people, their friends and families. LunchTime Ministry (LTM) was started in the 1970's by the people of St. Matthew Trinity. Through it we provide a warm meal, hospitality, and community for our neighbors who are homeless, marginally housed or just hungry. LTM operates Monday – Thursday from 8:00AM – 12:00PM. We are seeking a temporary (16 hour per week) LunchTime Ministry Supervisor, who will provide and ensure an environment where all of our guests, volunteers, and neighbors are treated with dignity and respect. This is a temporary position while we conduct a search for a permanent, part-time Program Manager.

Essential Functions:

- Ensure doors are opened at 8:00 AM, a meal is prepared and served, and the space is cleaned and put back in order by 12:00 noon.
- Maintain order and provide an environment where our guests, volunteers, and neighbors are treated with dignity and respect.
- Inventory management – ensure supplies are organized and stored in a way that supports planned, once-a-month bulk purchasing.
- Cost containment – carefully manage resources to stay with the allocated budget and maximize impact.

Minimum Qualifications:

- Punctual, consistent, and reliable.
- Ability to remain calm, deal with conflict, and de-escalate situations.
- Ability to communicate clearly in English.
- Ability to lift up to 50 pounds.

Desired Qualifications:

- Experience working with homeless and marginally housed populations, including people of diverse ethnicities, those who are LGBTQ, and those with mental health & addiction issues.
- Some level of Spanish fluency would be helpful but not required.

Core Competencies:

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably, can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Supervising Work: Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately;

provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.

Hospitality / Accessibility: Generates a sense of hospitality and or accessibility by his or her presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between guests and volunteers; supports a culture of welcoming and connection in the life of LunchTime Ministry, recognizing that all are welcome. Is able to suspend personal judgement and meet all people where they are.

Reporting Structure:

The LunchTime Ministry Supervisor reports directly to the Pastor. The person in this position may interact with the LunchTime Ministry Advisory Board, LTM Supervisor may work collegially with key volunteers and the Office Coordinator to order supplies.

Pay & Benefits:

The temporary LTM Supervisor will work from 8:00am – 12:00pm, Monday – Thursday for a total of 16 hours per week. Pay range is between \$10 to \$15 per hour. As this is a temporary position no vacation or sick time is provided. FLSA stats is non-exempt. Anticipated start date is January 4, 2016. Successful candidate must complete a background check.

To Apply:

Email your resume and cover letter to jobs@stmatthewtrinity.org. Applications without a cover letter will not be reviewed.