



## JOB DESCRIPTION St. Anthony Shrine

**Job Title:** Part-time Food Center Logistics Manager

**Department:** Outreach

**Reports to:** Director of Outreach and Community Engagement

**Location:** St. Anthony Shrine  
100 Arch Street  
Boston, MA 02110

**FLSA Status:** Part-Time, Non-Exempt Hourly

**Prepared Date:** January 6, 2025

**Approved by:** Fr. Tom Conway, OFM

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### **SUMMARY**

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the part-time Food Center Logistics Manager to work in accordance with this Mission.

St. Anthony Shrine, the “Church on Arch Street” is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Holy Name Province. The central focus of the Shrine’s ministry has remained constant for over 70 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through 21 Masses per week, as well as an extensive schedule for the Sacrament of Reconciliation. The Shrine also has an extensive outreach and evangelical ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

### **PRIMARY DUTIES AND AREAS OF RESPONSIBILITY**

1. Prepare the Food Center for monthly deliveries from the Greater Boston Food Bank.
2. Plan for proper placement of food items in the FFC by organizing and rotating cooler, freezer and shelving units.
3. Lead shelf stocking and cleaning efforts with community service workers and volunteers on delivery days.

4. Lead volunteer coordination on distribution days in Director's absence.
5. Communicate with volunteers via email.
6. Order food in in Director's absence.
7. Attend annual Food Safety Training by the GBFB; as well as CPR and First aid training, including use of Narcan.
8. Other duties as assigned.

## **PHYSICAL DEMANDS**

1. Lift a minimum of 40lbs
2. Climb ladders and be comfortable with heights
3. Bend, stand, and reach for long periods of time

## **REQUIRED QUALIFICATIONS**

1. Ability to use forklift, pallet jack and other equipment utilized in warehouses.
2. Fluency in English.
3. Basic computer skills: typing, email and online ordering
4. Ability to multitask and work in a fast-paced environment.
5. Be able to work well with and lead diverse work crews; Friars and volunteers. Possess cultural awareness/sensitivity.
6. Ability to maintain a safe environment.
7. Patient, resourceful, problem-solver, good sense of humor and kind.

## **ADDITIONAL RESPONSIBILITIES**

In addition to the tasks outlined above, it is a requirement of the part-time Food Center Logistics Manager to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our *Franciscan Values in the Workplace*, which are: service, humility, peacemaking, contemplation and collegiality.

## **EDUCATION AND/OR EXPERIENCE**

One year experience in warehouses with forklifts, pallet jacks.

**WORK ENVIRONMENT:** Loading dock, walk-in freezer, food pantry storage space and Franciscan Food Center office.

**HOURS:** 9am to 4pm every Tuesday, as well as the first Wednesday of the month; and 8am to 4pm the first Thursday of the month.

**WAGE RATE:** \$35/hr.