**Job Description**

**Job Title:** SaturdaySenior Meals Coordinator

**Reports to:** Missions Chairman/Elder

**Purpose:** The purpose of the Saturday Senior Meals Coordinator is to coordinate/administer the program (mission) between the program manager (Doris Cole @ Farragut Christian) and Faith Fellowship Church.

<http://www.faithfellowshipcp.org/local-missions.html>

**References:** Faith Fellowship, CPC Web Page - Missions - Saturday Senior Mobile meals.

**Other:** This program (mission) serves the West Knoxville community. Most clients receive Mobile Meals throughout the weekdays. Most of the clients are women in their eighties and living alone. Faith Fellowship, First Farragut, Farragut Christian, and Christ Covenant take turns preparing and delivering these meals one Saturday per month.

**Primary Responsibilities:**

1. Develop a Faith Fellowship delivery schedule based upon the master schedule provided by the program manager (Doris Cole from Farragut Christian).
2. Maintain the Faith Fellowship master client list provided by the program manager, as well as, the Faith Fellowship list.
3. Solicit Food preparers and deliverers and add to the Faith Fellowship master schedule. Identify and solicit substitutes as necessary.
4. Determine the number of meals required each month. Note those that are diabetic.
5. Develop and maintain delivery routes with directions.
6. Send out delivery notifications about one week prior to the monthly delivery date.
7. Open the church for meal packing and delivery.
8. Substitute as needed.
9. Provide the rolls or find someone to provide, and ensure supplies are maintained.

**Qualifications:**

1. Experience in general office work helpful, but not required.
2. Experience using Microsoft Office is helpful, but not required.
3. Must be an Active Member of the Church.

*Note - The above responsibilities are intended to describe the general nature and level of the work being performed. They are not intended to be an exhaustive list of all duties and responsibilities.*