



Morning Star's Lighthouse

Position Description

Compliance Coordinator

Position Responsibilities

maintain records (paper & digital) for all compliance requirements (civil rights training, food handler training, temperature logs, grant reports, etc.), inform team members of available training events, alert team members to any compliance issues/concerns

Position Qualifications

clearance to use Lighthouse email account, willing to check for relevant emails and send email reminders to particular volunteers, ability to keep records organized

Number of People Needed

minimum one

Frequency of serving

on-going

Length of Commitment

preferably six-months to one year for continuity

For more information contact

lighthouse@mstarlc.church

The mission of Morning Star is to point people to the grace of God found in Jesus