



## **Morning Star's Lighthouse**

### **Position Description**

Supplies Coordinator

### **Position Responsibilities**

purchase paper grocery bags before the first and third Tuesday of each month to use for food distribution, keep track of the supply of essential items (gloves, markers, trash bags, utility knives, packing tape, etc.) and replenish stock as needed, can be done through a Lighthouse debit card purchase, a personal purchase with a reimbursement, or a personal purchase as a donation

### **Position Qualifications**

clearance to use Lighthouse debit card or able to front cost and wait for reimbursement, able to check supply at least once a month

### **Number of People Needed**

minimum one

### **Frequency of serving**

needed approximately once per month

### **Length of Commitment**

preferably six-months to one year for continuity

### **For more information contact**

[lighthouse@mstarlc.church](mailto:lighthouse@mstarlc.church)

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