

Food Pantry

Volunteer Positions

Food Pantry Director

- Wants to alleviate the burden on schools and students, and to build an efficient and effective program.
- Duties:
 - Primary point of communication for the school's Site Coordinator re: the Food Pantry
 - Works with the Site Coordinator to promote the Food Pantry within the school, and to advertise volunteer and donation opportunities to the church
 - Depending on volunteer staffing structure, oversees and supports the work of the Food Pantry's Volunteer Coordinator and Inventory Coordinator
 - Is onsite during open hours until trusted volunteers are trained to manage things smoothly on their own
 - Works with the Site Coordinator to make sure the school stays updated and comfortable about this aspect of the partnership
 - *Optional:* Carries out the roles of the Volunteer Coordinator and Inventory Coordinator (below), if it is a combined position
- Skills needed:
 - Organization
 - Leadership
 - Inspiration
 - Positivity
- Hours required:
 - 10-15 hours/week (more at startup)

Volunteer Coordinator (optional position, depending on the scope of work; duties may be done by Food Pantry Director)

- Wants to support the Food Pantry and volunteers, and make things run smoothly with volunteer coordination in the project.
- Duties:
 - Works with Food Pantry Director to recruit and train volunteers
 - Ensures that onsite volunteers have had a background check run through the school
 - Manages the volunteer schedule
 - Makes sure that all volunteer timeslots are filled
- Skills needed:
 - Organization

- Leadership
- Inspiration
- Positivity
- Hours required:
 - 5-10 hours/week (more at startup)

Inventory Coordinator (optional position, depending on the scope of work; duties may be performed by Food Pantry Director)

- Wants to support the Food Pantry and volunteers, and make things run smoothly with inventory to create efficiency in the project.
- Duties:
 - Makes sure there are procurement people gathering the needed supplies
 - Makes lists of needed items for shoppers and procurement people to get or advertise for
- Skills needed:
 - Organization
 - Leadership
 - Positivity
- Hours required:
 - 5-10 hours/week (more at startup)

Open-Hours Volunteers

- Wants to help connect with and serve the people using the Food Pantry.
- Duties:
 - Is onsite during certain shifts
 - Helps students find the supplies that they need
 - Helps make people feel comfortable; connects with each person coming through
 - Stocks new deliveries
 - Makes sure the Food Pantry stays clean and in proper condition
- Skills needed:
 - Good with people
 - Welcoming
 - Willing to serve no matter who comes in
 - Nonjudgmental
 - Selfless
 - Organized
- Hours required:
 - 2-4 hours/week

Off-Hours Volunteers

- Wants to maintain a Food Pantry that is stocked and organized for the school and student body.
- Duties:
 - Sorts and organizes deliveries
 - Throws out unusable produce
 - Checks expiration dates and throws out expired goods
 - Helps maintain lists of needed goods
- Skills needed:
 - Knowledge of products offered
 - Ability to do laundry (access to a washer and dryer)
- Hours required:
 - Varies depending on donations

Procurement Team

The Procurement Team (see *Strategic Planning for Volunteer Organization* document) should be contacted and available to help obtain donations of equipment, food, etc.

Transportation Team

The Transportation Team (see *Strategic Planning for Volunteer Organization* document) should be contacted and available to help transport equipment, food and other goods as needed.