

Life Changers International Church
Job Description

Job Title: Food Pantry/Pastoral Care Assistant
FLSA Status: Part-time Nonexempt
Dept: Food Pantry Assistant
Reports to: Co-Director of Operations

Job Summary:

The food Pantry Assistant will assist in the daily operations of the pantry. Providing the Pantry Manager with the assistance needed to ensure smooth pantry operations. Help to maintain all pantry standards and guidelines.

Essential Job Functions:

- Assist food pantry managers in receiving and packing orders
- Make sure that received food packets are sorted, stocked, and stored in an appropriate manner
- Ensure proper refrigeration of frozen items and perform rotation duties as necessary
- Assist food pantry manager in purchasing food items as needed.
- Confirm that the purchased food is in accordance with the requisition provided
- Return any orders that may have been delivered in error and handle proper return documentation
- Assist in training volunteers to work at the food pantry.
- Ensure maintenance and cleanliness of the food pantry
- Make sure that all surfaces in the food pantry are sanitized according to the standards of the organization
- Greet food pantry clients and assist them during shopping activities
- Provide information to visitors and clients
- Handle the intake process according to the company's regulations
- Other ministry duties as assigned
- Able to lift up to 15 pounds

By signing, I acknowledge understanding of and receiving the job description. I agree to perform the job duties to the best of my ability.

Signature

Print Name

Date