

# LIFECHANGERS

Job Title: Food Pantry  
Job Status: Full-Time  
Dept: Food Pantry Assistant  
Reports to: Senior Care Team Assistant

## **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. Must have a valid Illinois state driver's license.

## **Essential Job Functions:**

- Transport food from donation sites to both our Hoffman Estates and Chicago Campuses
- Identify new opportunities for food donations and cost saving
- Recruit and train volunteers to assist in pantry operation
- Oversee the packing and handout of weekly food donations
- Make sure that received food donations are sorted, stocked, and stored in an appropriate manner
- Ensure proper refrigeration of frozen items and perform rotation duties as necessary
- Maintain all safety standards of food and equipment
- Purchase additional pantry food and supplies weekly
- Return any orders that may have been delivered in error and handle proper return documentation
- 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
- Ensure the pantry is set and ready to serve our clients on distribution day
- Provide information to visitors and clients
- Handle the intake process according to the company's regulations
- Maintain weekly inventory
- Ability to follow protocol and direction from Pantry Manager
- Other ministry duties as assigned
- Able to lift up to 50 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