

# LIFECHANGERS

**JOB TITLE:** Food Pantry Care Assistant  
**REPORTS TO:** Senior Care Team Director  
**DEPARTMENT:** Pastoral Care  
**WORK HOURS:** 8:00 am -4:30 pm  
**BENEFITS ELIGIBLE:** (hourly PT 24 hours)  
**START DATE:** ASAP  
**SALARY:** Based on previous work experience

## **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. Engage respectfully with pantry clientele each week, and be an ambassador of Jesus Christ and Life Changers International to every person you assist.

## **JOB RESPONSIBILITIES:**

- 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 LC Church 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 the Pantry Manager
- Able to physically lift up to 40 pounds
- Able to sit, stand, and bend for extended periods
- Other ministry duties as assigned

## **JOB QUALIFICATIONS:**

Must be a member in good standing with Life Changers International Church. Must be willing to learn and work in a fast-paced work environment. Must be willing to provide excellence to our Food Pantry guests and committed to treating every person with care and compassion.

**WORK REQUIREMENTS:**

- Ability to follow protocol and direction from the Pantry Manager
- Able to physically lift up to 40 pounds
- Able to sit, stand, and bend for extended periods
- Other ministry duties as assigned