



Choice Pantry Volunteer Job Descriptions

Pantry Director/Coordinator

- Coordinate regular pantry operations including record keeping, food operations and volunteer management.
- Manage and assess food inventory and place regular orders as needed.
- Connect with other organizations and businesses in the community to secure supplemental food donations.
- Serve as the face of the Food Pantry to neighbors, volunteers and community partners.
- Recruit, train, and support volunteers.
- Attend all required trainings and conduct appropriate trainings for volunteers.
- Manage the budget and ensure payments are made on time.
- Create outreach materials to inform the community about the pantry.
- Be able to perform first aid; as well as having knowledge of emergency procedures and ability to act on them calmly and efficiently.

Pantry Stocker:

- Unload and unpack boxes.
- Stock shelves or tables ensuring older expiration and 'best by' dates are at the front.
- Sort through any produce or perishable items to ensure freshness and quality.
- This position will help make the pantry more user friendly for shoppers and will make the pantry process more efficient and effective.
- **Requirements:** Comfortable with physical work and able to lift up to 50 lbs. This position does not require interaction with neighbors and would be good for those that can come in early.

Pantry Shopper Assistant:

- Welcome and help neighbors as they shop by either shopping with them or managing a section of the pantry.
- Make sure neighbors understand and honor the limits on each food item.
- Give recommendations or suggestions on food, such as cooking techniques or recipes.
- Ensure the pantry is efficient by keeping a good flow of movement through the pantry.
- Help neighbors move their food throughout the pantry if necessary.
- Assist with pantry set-up by ensuring all signage is in place.
- This position will help shoppers feel welcome, will help shoppers get the most of their shopping time, and will make the pantry run more efficiently and effectively.
- **Requirements:** This volunteer will need to be comfortable talking to neighbors about food choices and enforcing pantry limits. Volunteers that speak more than one language would be excellent for this position.



Pantry Greeter:

- Greet neighbors when they arrive and help them understand the pantry process.
- Direct neighbors to registration area and make sure they are comfortable while they wait.
- Help neighbors transport food to their cars.
- Help neighbors with questions or needs before or after their shopping time.
- **Requirements:** This volunteer will need to be comfortable talking to individuals and introducing new concepts. Volunteers that speak more than one language would be excellent for this position.



Pantry Clean-Up:

- Assist with closing duties including sweeping/mopping, disposing of trash, ensuring any leftover perishable items are stored properly, wiping down shelves/tables.
- **Requirements:** Be able to do some light lifting. Volunteers that can stay a little later would be good for this position.

