

## **Pantry – Program Leader**

### **Position Description:**

Lead the day-to-day operations of the pantry program. Recruit coordinators for events under the pantry program.

### **Qualifications:**

- Christian adult
- Good communication skills
- Access to email
- Knowledge of proper food handling and storage guidelines
- Ability to package food for nutritious meals for a wide variety of family sizes and ages
- Must be friendly, reflecting Christ
- Ability to discern abuse and redirect adverse individuals

### **Responsibilities:**

- Coordinate all activities in the pantry program.
- Ensure pantry is adequately stocked. When we are short on something, notify the congregation.
- Distribute food to both members and visitors.
- Prepare monthly report of usage for the elders and Benevolence deacon.
- Refer visitors for Bible study/follow-up.
- Oversee pantry budget and purchases, coordinates with deacon.

### **Ministry Deacon Contact:**

Forrest Boozer

### **Time Commitment:**

3-5 hours per week.

*Revised 3/6/11*