

FOOD PANTRY COORDINATOR

Your Packet Includes

Food Pantry Sign, "Closed" Sign, 15+ Food Pantry Applications, 3 Pencils and Food Cards (5 Macaroni & Cheese, 5 White Bread, 5 Pasta, 5 Tomato Sauce, 5 Tuna, 5 Brown Rice, 5 Black Beans).

Instructions

- If not already done, post the Food Pantry Sign in the appropriate place and set up your table and chairs (make sure there are some for your clients too) with the materials in your packet.
- Each visitor seeking assistance must fill out an application.
- Check their Community Member Profile to confirm their identities and information.
- Request to see a proof of transportation (Bus Receipt, Monthly Bus Pass, or Transportation Card).
- Give eligible participants Food Cards to represent foods they obtained from you.
- You are to give eligible participants enough for for 1 meal. (Example- Tuna & White bread or Black beans & Rice, etc.)
- You may close the Food Pantry (using the "Closed" Sign) to seek more donations (food or monetary) or to raise awareness about the Food Pantry.

Role Description

- You are the FOOD PANTRY COORDINATOR for an organization that provides FREE groceries to people in need.
- You get donations from grocery stores and from your local food bank.
- You rely on volunteers to help keep your pantry open.
- Due to increased demand and a decline in donations, you can only serve people once every six months, and you can only serve those within certain zip codes (30317 and 30307).
- Try to give people enough food for one meal for one person. Since you are limited to donated foods, you may not always have access to foods that go well together.