

St Michael's Resource Guide

Food Pantry Manager

(Two Positions)

Overview

- The Food Pantry Manager(s) are appointed by the Bishop's Committee (BC) and serve until either the BC selects new FPMs or a FPM resigns
- A staffing of two committed individuals is required in order to perform all food pantry functions on a consistent basis
- The food pantry is open from 9am – 11am on the third Tuesday of every month and is held inside Saint Michael's Hall
- The food pantry averages 80 individual customers each month with an average family size of 3 household members thereby feeding approximately 240 individuals per month
- With some 70 different items provided within the pantry each customer departs with 3-4 or more full shopping bags
- Due to the many hours required each month, along with the year round physical demands of this position, it is recommended that the person(s) in this position be unencumbered by outside full-time employment and be in average or better physical condition
- For detailed information beyond the scope of this position description please refer to the ***Food Pantry Desk Guide***

In this position, you will:

- Have overall responsibility to coordinate and conduct Pantry Day
- Arrive by 7am on pantry day in order to do the following
 - Open restrooms and other spaces as required
 - Lay out food & drinks for on-site consumption of pantry customers
 - Food items & drinks are prepared the day before pantry day
 - Served food items come from left over Sunday social hour and/or directly from the food pantry on-hand stock
 - Obtain, coordinate and train pantry personnel/volunteers
 - Mesquite students, LDS Sisters, customer volunteers
 - Yearly recognize volunteers with certificates and/or gift cards
- Maintain pantry day customer, volunteer and family of five sign in sheets
- Make monthly trips to Community Action Partnership Kern (CAPK) warehouse in Bakersfield to obtain pantry food items
 - Request appointment 4-5 business days prior to trip @ 661-398-4520
 - Recommend a large vehicle such as a Truck or SUV along with at minimum a 4X8 U-Haul trailer
 - Upon return provide CAPK invoices for payment to Church treasurer and file copies in Food Pantry Desk Guide
 - Work with Church treasurer to ensure pantry funds are not exceeded

- Pick up donated food and other items from Ridgecrest Big Lots
 - Provide Big Lots with FPM contact number
 - Big Lots will call randomly 1-2 times a month with donations
 - Respond within 24 hours to pick-up & deliver to pantry
 - Suggest large vehicle such as Truck or SUV
- Make local purchases at retail grocery retailers
 - These include flour, Sugar, bread, coffee and bottled water as needed
- Participate in annual Post Office food drive
 - Respond to USPS coordinator and attend meetings as required
 - Participate in kick-off and appreciation events with Postal workers
 - Arrange several vehicles & personnel to assist with pick-up and sorting of donated food items
- Pick up donated milk & eggs from Mather Bros day before pantry day
 - Go to Mather Bros 6am-7am day before pantry day to pick-up donated Milk (80 half gallons) and Eggs (40 dozen)
 - Deliver to pantry, cut eggs into half cartons and store all in refrigerators
 - Suggest large vehicle such as Truck or SUV, return crates to Mather Bros
- Routinely check donation box outside Hall door to avoid spoilage/theft and place all donated items in pantry storage (trash any ruined or expired)
- Ensure FIFO (first-in/first-out) principle is followed in food distribution
 - Between pantry days “work” shelves to restock and arrange by like item
- Keep records required for internal and external reporting
 - Records will include total pounds of food purchased or donated from all sources
- Comply with CAPK administrative requirements
 - Attend annual training at Bakersfield, CA
 - Submit monthly reports in CAPK format for people served and pounds of food distributed (***Ref: Food Pantry Desk Guide***)
 - Ensure Church pays annual “membership” fee to CAPK
- Verify with Jr. Warden that semi-annual maintenance is done on stand alone cooling/heating systems in both pantry and pantry storage rooms
 - Done by Air Ductor (Jerry Newbury @ 760-793-1792/760-375-3100)
 - System and service paid by private Church member donation
- Distribute pantry manager business cards and pantry day schedule cards to contacts, customers and general public
 - Both manager and pantry schedule cards are made at Pack & Wrap
 - Both manager and pantry schedule cards should be made in November and begin distribution in December for the upcoming year
- At the conclusion of each pantry day
 - Do general cleanup of Hall including sweeping, wipe down, taking out trash and returning all chairs in Hall to original positions
 - Secure and lock all spaces including Hall, bathrooms and any others opened during pantry day

- Maintenance of pantry and pantry storage rooms
 - Meet accepted food service standards in both the pantry and pantry storage rooms
 - Routinely vacuum rugs, dust & clean flat services
 - Complete any food handling courses as required by County/State
 - Ensure both rooms are free of bug or rodent infestations
 - Clean out and service all appliances as necessary or required
 - Report any malfunctioning equipment to the Junior Warden
 - Ensure sanitary food handling by all pantry workers/volunteers

Time Commitment:

- Pantry Day activities 7am – 1pm = 6 hrs mo/72 hrs yr
- Night before food prep = 1.5 hrs mo/18 hrs yr
- Personnel training = 1 hr mo/12 hrs yr
- Record Keeping & Reporting = 4 hr mo/48 hrs yr
- CAPK trips (driving, shopping, load & unload) = 8 hrs mo/96 hrs yr
- Big Lots donations = 2 hrs mo/24 hrs yr
- Local retail purchases = 2 hrs mo/24 hrs yr
- Post Office food drive = 6 hrs yr
- Mather Bros milk & eggs = 2 hrs mo/24 hrs yr
- Donation Box = 10 hrs yr
- Internal stocking, restocking & arranging shelves = 8 hrs mo/96 hrs yr
- CAPK admin = 9 hrs yr
- HVAC maintenance = 4 hrs yr
- Manager & Schedule cards = 2 hrs yr
- Pantry & Storage room upkeep = 16 hrs yr
- ***Total yearly estimate hours on the conservative side = 461 hours***
- Based on the government standard of 2080 work hours per year the Food Pantry Manager would be investing 22% of a work year to keep the Pantry operating at the current level which is the basis of the recommendation to not fill this position with someone encumbered by outside full-time employment *note: Total of 461 hours reflect manning of 1 position. Manning pantry with two positions would require adjustment of total hours based on division of duties*

We thank God for you, and we look forward to serving with you in the coming year!