

**ALL SAINTS PARISH
FOOD PANTRY JOB DESCRIPTIONS
Updated: *December 4, 2020***

SHELVERS (3):

Three people on Tuesday for 3 to 4 hours each

- Check dates on all incoming food donations to assure all are within GBFB requirements — Refer to poster on freezer in food pantry
- Place soon-to-be-expired/recently expired products on Expired Table (Note: Throw out any food product that is damaged, opened, or much beyond date.)
- Count inventory — Combine like products into groups (i.e. cans of peas w/ cans of peas, cans of corn w/cans of corn), count number of cans in each group, keep list or give that count to person at computer.
- Place food products on shelves or in drawers with other like products and according to signs
- Check shelves/drawers. Wherever needed, restock shelves/drawers with food products found in boxes stored in same room or new storeroom.

BAGGERS (6):

Three people on the second, third, and last Wednesday of the month for 3 to 5 hrs each and three people on the first Friday of the month for 3 to 5 hrs each

- If needed, make up double bags to be used for food supplies
- Fill bags according to prepared lists for families of 1-2 and 3-4 people
- Fill bag with various toiletries
- Fill bag with various snacks
- Fill bag with approx 6 or 7 USDA food products from USDA room
- Stack bags neatly in appropriately marked locations in food pantry
- Count number of bags made up and record on cha

CLIENT CHECKERS (3):

Three people on 1st & 3rd Saturdays of month from 9:30am-12:00noon

- Ask client for bar-coded ID card — If client does not have bar-coded ID card, ask client to fill in Intake/Sign-in Form making sure ALL info is provided and information is legible
- Give Intake Form to person at computer
- Give client copy of current Three-Month Food Pantry Schedule and any other required or informational flyers for that day

REFRIGERATOR/FREEZER (R/F) PERSONS (2):

Two people on 1st & 3rd Saturday of month from 9:00am-12:00noon

- After being told by Runner the number of people in family, put a variety of frozen and refrigerated foods in bags for Runner

RUNNERS (3):

Three people on 1st & 3rd Saturdays of month from 9:00am-12:00noon

- Receive (from computer screen or verbal direction) the number of people in family
- Tell Refrigerator/Freezer Person (R/F) the number of people in family, wait for R/F to fill bags with cold-food products, and then bring bag(s) to client/client car
- Pick up additional bags depending on the number of people in family and bring to client/client car
- Family of 1-to-2 people receives: 1 or 2 Dry/Can food bags, 1 or 2 Freezer/Refrigerator bags, 1 Toiletry bag, 1 Snack bag, 1 USDA bag, Fresh fruit and/or vegetables — Family of 3-to-4 people receives: 2 or 3 Dry/Can food bags, 2 or 3 Freezer/Refrigerator bags, 1 Toiletry bag, 1 or 2 Snack bags, 1 USDA bag, Fresh fruit and/or vegetables
- Family of 5 or more receives: Everything family of 3-to-4 receives plus everything family of 1-to-2 receives and additional depending on family size

