

Duties of the Food Pantry Manager

07.19.2023

The food pantry manager is a volunteer, responsible for managing the administration, inventory, and volunteers of the food pantry. The time commitment averages about 13 hours a month. They collaborate with the parish staff and report to the Pastor.

A successful food pantry manager

- should have access to a computer with internet access
- should be able to drive the church van to pick up food on weekdays
- should be able to lift 50#
- would benefit from having the ability to speak and write in Spanish as well as English

Responsibilities include:

- budget for food purchases with an awareness of the income to and amount of money in the food pantry account
- order food from Feeding America West Michigan through their online portal
- pick up food from Feeding America's Comstock Park warehouse
- arrange food in the pantry so that each category is distributed as first-in, first-out
- organize and arrange food from food drives
- organize and supervise a meal-box giveaway at Thanksgiving and Christmas (optionally also at Easter if the budget allows)
- coordinate with parish staff to request volunteers; donations of bags, food, etc.
- Manage volunteers
 - ensure that all volunteers are trained in the legal and practical aspects of distributing food
 - schedule volunteers to prepare bags for distribution that contain a balance of necessary food categories
 - schedule volunteers for distribution
 - supervise cleaning by volunteers
- monitor and maintain temperature and cleanliness of freezers/refrigerators
- submit statistics to Feeding America at the end of every month through their online portal
- ensure that any necessary paperwork is completed to keep the pantry in compliance with regulations and other expectations
- communicate with business partners (SpartanNash, El Milagro, Meijer) for their charitable campaigns and arranging purchases of food not available through Feeding America
- look for opportunities to improve the food pantry building, adding refrigeration, etc.