

PANTRY ORGANIZER

The pantry organizer will organize and maintain the pantry of clothing and nonperishable food for benevolent use.

Ministry Area/Department	Outreach/Inreach
Position	Pantry organizer
Accountable To	Kitchen Director
Ministry Target	Youth Ministries
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Mercy-showing • Administration
Talents or Abilities Desired	Organizer • Self-motivated • Doesn't mind working alone, but works well with others
Best Personality Traits	Leader-analyst or analyst-dependable
Passion For	Organizing things and helping those in need
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two-three hours a month, occasionally more
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Organize the pantry, including clothing and nonperishable foods (canned, boxed, bagged, dried, etc.).
 - a. Sort and shelve foods according to like kind. Dispose of any outdated goods.
 - b. Sort and hang or shelve clothing according to size, type and whether for male or female. Only accept clean clothing in good condition. Dispose of worn-out clothing. Have volunteer seamstresses make minor repairs such as replacing buttons or stitching hems.
2. Schedule appointments for benevolence ministers or people referred for assistance to pick up items from the pantry.
3. Prepare items for pickup or assist with selection of needed items.
4. Let outreach director or benevolence ministers know when supplies are low so an announcement can be made at services and in newsletter asking for donations of items or money.
5. Receive and process new donations.