

Seven Loaves Food Pantry

Job: Client Manager

Duties:

- 1) Direct, train and supervise the following volunteers:
 - a. Receptionist
 - b. Intake specialist
 - c. Personal shopper
 - d. Community volunteers
- 2) Maintain current client personal and family information and submit documentation as directed.
- 3) Be the decision maker while on duty for all client related questions and concerns including available social services and special needs.

Information:

The client manager is in charge of all client relations during pantry open days. Working with the volunteer coordinator, they are to assign and instruct volunteers for each job listed above. The Client Manager acts as the liaison for clients during pantry open days, helping clients navigate the various services at the pantry and being observant of clients to be proactive to reach out and offer assistance.