

# Seven Loaves Food Pantry

Job: Food Manager

## Duties:

- 1) Direct, train and supervise the following volunteers:
  - a. Fresh food assistant
  - b. Dry food assistant
  - c. Food runner
  - d. Community volunteers
- 2) Ensure inventory is inspected, counted and written on form provided.
- 3) Be the decision maker while on duty for all food related questions and concerns including quality, quantity, allocations and special needs.

## Information:

The food manager is the key person that makes sure all pre-opening duties are completed to ensure a smooth operation during pantry open days. He/She gives direction to volunteers and is usually the only supervisor at volunteer sessions. Since work volume is variable, the food manager must be creative and have a vision for what must be accomplished before pantry open days.

The food manager is in charge of all food distribution during pantry open days. They need to assign volunteers to each job (fresh, dry, runners, and general duties done by community volunteers). They will ensure food is pulled and loaded in the proper quantities for each family, that fresh food quality and temperatures are maintained, that runners treat clients as directed, and that clean up is completed at closing. Managers are also the mentor for all youth working the food side of operations and have a responsibility to train them in the duties and to provide the example for working with clients in a positive and encouraging manner.

The food manager is also charged with maintaining the safety and security of all food for consumption. As such all food managers must attain the Texas Food Handler certificate and make sure food is kept at the quality standards necessary for consumption.