

Seven Loaves Food Pantry

Job: Personal Shopper

Duties

- 1) Control the distribution of and assist clients with their choices of available items that are not a normal part of the food nutrition program. For example, baby items, paper goods, health and beauty aids, janitorial items and pet supplies.
- 2) The personal shopper is responsible for distributing these items on pantry open days on a fair basis, with the goal of allocating items equally to clients based upon the forecasted client counts provided by the Client Manager.
- 3) After client is finished with shopping, introduce them to the food manager who will collect the Blue Card for distribution of food items.

Information:

The Personal shopper needs to control the quantity of items taken by clients in order to fairly allocate available inventory for other clients during the pantry open hours. As such personal shoppers must communicate clearly with clients what the “unwritten” rules are to assist client in their choices. Clients should not be hurried and must be treated respectfully.

Non perishable items not distributed will be put back into inventory for the next pantry open day. Perishable foods that are not distributed on pantry open days are to be left for volunteers and janitorial crews.