

# Pop-Up Pantry Volunteer

## **Promise Healthcare Clinic Overview**

Promise Healthcare is dedicated to improving the health of the community through treatment, prevention, and education. We deliver primary medical, behavioral health, and dental services to the underserved. **Promise Healthcare** provides over 40,000 patient visits and cares for nearly 11,500 patients annually through **Frances Nelson**, our **SmileHealthy** dental programs, satellites on Walnut at Rosecrance and the Presence Covenant Medical Center Community Resource Center, and our mobile clinics.

## **Position Summary:**

Manage a monthly Pop-Up Pantry. Maintain records of patients utilizing the pantry. Maintain inventory needed for the monthly event.

## **Position Status:**

The position is a volunteer position. The position would report to Intern/Volunteer Coordinator.

## **Qualifications:**

- Food pantry experience desired
- Desire to work with the patients receiving care at the clinic
- Ability to volunteer two days per month

## **Competencies:**

- Ability to order food supplies
- Good organizational skills
- Ability to do monthly reporting
- Good customer service and interpersonal skills
- Familiarity and ability to work with diversity of cultural/socio-economic backgrounds
- Ability to think creatively to develop the pantry

## **Physical Requirements:**

- Sit, walk, bend, push, and pull
- Ability to lift 20 lbs.

## **Essential Duties:**

- Organize the monthly Pop-Up Pantry
- Work with Intern/Volunteer Coordinator to obtain other volunteers as needed
- Perform all set up and clean up of the conference room
- Keep track of and maintain food store levels needed for each month's pantry



# Pop-Up Pantry Volunteer

**Volunteer Acknowledgement:**

I have read and received a copy of the job description and performance criteria. I understand the principal duties and responsibilities, physical and mental requirements, and working conditions of the job

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Volunteer Signature

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Date