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
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.

________________________________________              __________________________
Volunteer Signature              Date