

Eastern Illinois Foodbank

Lead Volunteer Job Description

Job Title: School Pantry Captain (SPC)

Department: Programs

Job Status: Volunteer

Reports to: Director of Programs

The **Eastern Illinois Foodbank** exists to alleviate hunger in Eastern Illinois by providing a reliable source of food for the hungry through cooperation with a network of food pantries and agencies. In eastern Illinois, a staggering 1 in every 4 children struggles with hunger. The Healthy Futures Initiative is the Eastern Illinois Foodbank's coordinated approach to alleviating child hunger. The initiative strives to increase access to healthy foods available to children in situations of food insecurity and hunger through programs which directly reach out to these children.

The School Pantry Program addresses childhood hunger in our service area through the provision of groceries to children and their families at school. School based pantries are located on the grounds of a school, and are intended to provide a more readily accessible source of food assistance to low-income students and their families. Sites are located on the school's campus, have set distribution schedules, and offer ongoing food assistance services.

Description & Responsibilities

The primary responsibility of this position is to efficiently manage the on-site School Pantry process from delivery to distribution. School Pantry Captains are trained by and are the primary contact for the Eastern Illinois Foodbank. Captains will mobilize and manage teams of volunteers to accomplish the various tasks associated with a pantry including: maintaining inventory, taking delivery, stocking shelves, ensuring food safety, distributing product according to pantry policy, keeping distribution records and reporting to EIF.

Pantry Captains are asked to sign on to volunteer at a particular school for a minimum of one school year, and will receive ongoing training and support from EIF throughout that time. Final approval of any Pantry Captain rests with the school principal. Volunteer hours and scheduling will depend on the school's needs and how the tasks are distributed among volunteers. Familiarity with the school is a plus, though not required.

Knowledge, Skills & Abilities

- Strong organizational skills
- Ability to effectively communicate, organize and supervise small groups of volunteers
- Ability to work and interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment
- Ability to work independently using good judgment
- Sensitivity and awareness of hunger and food distribution issues

Physical Demands

- Able to safely lift or carry items weighing more than 25 pounds