

ST. AUGUSTINE'S HELPING HANDS FOOD PANTRY

VOLUNTER OPPORTUNITY

FOOD PANTRY FOOD COORDINATOR

ABOUT THE FOOD PANTRY:

St. Augustine's Helping Hands Food Pantry, which began distributing food in 1992, is located in the basement of St. Augustine Rectory at 116 6th Avenue in Park Slope, Brooklyn. The pantry's primary objective is to provide nutritious and balanced food to those in need on a monthly basis. It is an all-volunteer organization that serves clients who live in the local area defined by the 11215, 11217, and 11238 zip codes.

We are seeking a volunteer for the essential role of ordering and receiving food.

The Food Coordinator would be responsible for:

- Managing food inventory (ie: do a weekly check of produce and a biweekly check of canned goods to see what is low in inventory and needs to be ordered)
- Ordering food online:
 - Canned goods - one big order and one supplementary order a month. Orders are placed with either Food Bank for NYC or Driscoll Foods.
 - Produce - ordered weekly, usually from 3 Guys from Brooklyn.
- Receiving food delivery on Thursdays at the food pantry
 - Verifying order during delivery and signing for it; dating and storing food; schedule other volunteers to come and help (if available)
 - Pay for delivery if order is purchased from and billed to Helping Hands Food Pantry account (vs. agency grant funds) – request check from Deacon Dean
- Maintaining records of all deliveries made and the value of those deliveries
- Maintaining a record of checks paid out for food purchased from Food Pantry funds
- Preparing quarterly statements of food order and purchase activity for Board meetings

Requirements:

- Access to a computer to place food orders online
- Basic computer skills sufficient to place online orders
- Organized
- Available on Thursdays during the day

If you are interested, please send an email to Deacon Dean Dobbins, St. Augustine Parish Manager, at ddobbins@diobrook.org