



Pantry Manager (Volunteer)

Purpose/objective: VEAC is looking for a caring individual to assist in maintaining a high level of organization, cleanliness and staffing for our food pantry. The volunteer will have a heart for the mission of the VEAC which provides supplemental, nutritious food for low-income households.

Location: VEAC Food Pantry, 217 NE 3rd Ave, Visalia, CA 93291

Key Responsibilities:

Sort and weigh food donations

Organize and pack food commodities for distribution to low-income clients

Maintain clean pantry

Rotate food items based on expiration dates, food guidelines

Greet and assist low-income clients.

Donation scheduling and tracking for all truck pick ups

Filing of all paperwork, timecards and, invoices.

Help schedule volunteers and staff for the week.

Qualifications: Strong organizational skills, willing to take food handlers certification program, promote team work with a variety of volunteer staff personalities. Able to lift 30 pounds.

Time Commitment: 10-15 hours per week. Days/times to be set by volunteer and manager. Two individuals may split this position.

Training and Support Provided: Training provided in food handling safety; scheduling; safe lifting practices and inventory management.

Benefits: Food handling certification. Assisting low-income families with needs for food. Coach and encourage mandated volunteers to succeed in life.

The Visalia Emergency Aid Food Pantry is open Monday/Tuesday/Thursday/Friday 8am-5pm and the 3rd/4th Saturday of each month from 8:00 am – Noon.