

Historic church building

**St Georges Uniting Church**

07/02/2025

**Pantry Supervisor/Manager Role Description**

This position is part of a pantry management team.

This a high-trust volunteer position according to the definition of NSW Synod of the Uniting Church.

This position involves; -

* Reporting to the Garden of Eden Community Project (GoECP) sub-committee
* Contribute to the development of policies and procedures via the GoECP sub committee
* Assist in the ongoing training and personal development of all pantry volunteers and definition and review of their roles.
* Assist to provide a safe environment for clients and volunteers with knowledge and development of OH&S requirements including incident reporting.
* Be respectful and open to the interests and concerns of clients and volunteers. As part of this provide a platform for volunteers to have input into the pantry workings by holding regular meetings
* Welcome new clients and volunteers including the formal aspects of enrolling volunteers
* Compile and distribute a weekly roster to all active volunteers
* Organise and assist with foods delivered for pantry usage in a timely manner to allow for safe, fair and equitable distribution
* Lead by example- being respectful, showing empathy and understanding, impartiality and ensuring objectivity at all times
* Assist as required in areas and roles as needed on pantry opening day

All roles descriptions are retained as Master copies, in the kitchen filing cabinet in a red hardcover folder. These documents are also freely available as digital copies and can be emailed to you by request. Hard copies can also be provided. There is a photocopier in the hall. The link to web site copies is or at the bottom of the site <https://eden.uca.org.au/eden-community-pantry/> or search for “Eden Community Pantry”.

Pam Skelton, current chair person,

On behalf of the Garden of Eden Community Project sub-committee.