**Pantry Shop Assistant Wednesdays**

Historic church building

**Role Description**

**‘there to prepare’**

**DRAFT**

**17/07/2025**

This is a general volunteer position, you are required to attend the Pantry from approximately 10am to 3pm Wednesdays.

The **Pantry Shop Assistant Wednesday** role will be a team position with the designated supervisor for the day in charge as per the weekly roster for Pantry.

**Essential on regular Wednesday Pantry days: -**

* Consult the roster published each Monday evening
* Discuss with your additional assistants the practical division of this roles on the day, basically who will do what.

Currently Bega Freight

64923393 or 0422251161

* You may need to consult with the Haulage company as to ETA of delivery
* You may need to coordinate the most appropriate time of arrival for other volunteers, on the roster for that day.
* Receiving ordered goods in a safe and timely manner.
* Transfer to shop and hall for processing
* Manage the price guns.
* Request supply needs such as bags, to the supervisor or treasurer to be ordered for a Friday delivery
* If time permits you may like to restock shelves with goods that have already been set aside labelled with a unit price. Use the labelling tool or a permanent marker to add prices neatly in such a way that does not obscure essential information.
* Take note of goods with *Limit One* labels
* Be aware of general pricing of goods and items by donations.
* Price list for current order will be received by your supervisor and hard copy provided.
* Be generally aware of *Best Before* and *Use By* dates and the guidelines for those dates and particular products and their shelf life. The details published and posted on the Pantry to Hall door.
* The Wednesday Pantry is not a drop-in day for visitors, so rostered volunteers only
* Seek to establish a warm and friendly atmosphere.
* Monitor fridges to ensure goods remain appropriately chilled.
* Familiarise any persons from the public seeking food assistance with our flyer, kept near the main exit door, which also informs the public about our food support services, Thursday and Friday contact numbers.
* Your discretion could be used should the request for food assistance be urgent, goods kept in emergency supply cupboard also. Ask for a name and ph number for follow up by Pantry and Hamper supervisors
* Wednesday volunteers are welcome to shop. Please check each other’s purchases, issue receipts, and label and put money in an envelope for delivery to the treasurer or other nominated person.
* Volunteer $ Credit is not encouraged although there may be some occasions where this can happen.
* When credit is granted there is an IOU method. The printed form has 2 parts, one to go in the till and the other to be issued to the customer and presented with payment at a later date, at that point both paper forms are destroyed. Please sign the IOU request.
* Ensure the hall is set up ready for business on Thursday including the till at the counter and café tables in place.
* Check that heaters, lights off and doors locked on departure,

**Desirable and general guidelines: -**

* Ability to work alone or as part of a team
* Be alert to all health and safety aspects of the work area. Be aware of spills or breakages.
* Observing and assisting to provide a safe environment for volunteers. This applies to the physical and emotional environment for all.
* Exercise self-care, ask for help if needed. Familiarise yourself with the Lone Worker policy including locking the door.
* You are entitled to take a break as and when required, again consult with your supervisor.
* Similarly, if you feel unwell or overwhelmed and need to vacate your role, speak to your supervisor so a transition to another volunteer can take place smoothly and your needs met.
* Referral to your supervisor if tasks are or become beyond your comfort level, time allowance or scope of training.
* Be open to suggested subjects relevant to the ongoing training and personal development and enjoyment of all pantry volunteers.
* Please take time to **inform yourself of other Pantry role descriptions,** as there may be occasions when you are requested, (not expected) to fill in elsewhere on other days by a Pantry supervisors. Your volunteer agreement can always be referenced should there be roles unsuited to your needs. All hard copies of volunteer agreements are kept by the committee secretary, further copies or updates available on request
* Refer to your supervisor if role descriptions require further discussion, i.e. modification as circumstances change. Revisit your initial volunteer agreement and induction process as required. All new-comers to volunteer roles have a designated probation period.
* 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 Pantry website <https://eden.uca.org.au/eden-community-pantry/> or search for “Eden Community Pantry”.

Pam Skelton, chairperson,

On behalf of the Garden of Eden Community Project sub-committee of Eden Uniting Church