



Morning Star's Lighthouse

Position Description

Food Tracker

Position Responsibilities

keep track of all food deliveries and all food distributions to maintain an accurate record of quantity and type of food available on a month-to-month basis, communicate current inventory and upcoming needs to team member who orders food, record contents of each number one food box and each number two food bag prepared to be given on each open Tuesday pantry day to maintain an accurate record of the food clients receive

Position Qualifications

able to use a computer to track food product amounts from Roadrunner Food Bank Bill of Lading which accompanies each food truck delivery, able to track food distributed at each Tuesday and Saturday pantry in order to keep running tally of current food inventory, able to be present for approximately 20-30 minutes during pantry prep day (Monday before a Tuesday pantry) or during beginning of Tuesday pantry in order to record contents of number one food boxes and number two food bags

Number of People Needed

minimum one

Frequency of serving

on-going, on the prep day or open day for each Tuesday pantry (first and third Tuesday of each month)

Length of Commitment

preferably six-months to one year for continuity

For more information contact

lighthouse@mstarlc.church

The mission of Morning Star is to point people to the grace of God found in Jesus