



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description				
Assistant to Northside Food Pantry				
Reports to:	Karen Johnson, Coordinator Northside Mission Ministries		Effective:	8/1/2023
	Lisa Enright, Director of Mission		Updated:	8/1/2026
Directly Supervises:	Pantry Volunteers		Status:	Part time
			FLSA:	Non Exempt
Works alongside:	Anna Ratliff, Assistant Mission Ministries			
	Kate Booker, Social Worker			
Job Summary:				
The Assistant to Northside Food Pantry works with the Coordinator to assist with all food pantry operations as well as managing volunteers during the pantry shift, pantry sorting & stocking, and donation pickup. Must be flexible to work during pantry hours, as well as some Saturdays.				
Essential Functions:				
• Organize and prepare the pantry for daily shifts • Manage volunteer schedules and oversee all volunteer responsibilities • Assist with all deliveries to ensure they are weighed, logged and stocked • Help the Shift Leader manage the shift and assist where needed • Inventory and help order food and non-food items from suppliers • Monitor and log donations from donors for weekly and year end reporting • Assist with Indiana Diaper Bank partnership; including inventory, ordering, and pickup • Follow a regular cleaning schedule for all areas of the pantry				
Minimum Qualifications:				
B.S. or B.A. Degree Ability to work collaboratively; must be organized and flexible; maintain confidentiality; have good written and verbal skills				
Physical Qualifications:				
Must be able to stand for long periods and lift 50 lbs.				
Core Competencies:				
Hospitality: Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness and approachability; fosters natural connections between members of the				

congregation, the community and our neighbors; supports a culture of welcoming and belonging in the life of the congregation.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences, admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieved results through the efficient, creative and responsible deployment of staff and volunteers; engages people in their areas of giftedness and passion.

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her presence; demonstrates appropriate and boundaried expressions of care.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Influencing Others: Encourages others to cooperate, participate, provide resources or makes decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.