Partner Organization Name: Louisiana State University – Campus Life Food Pantry

Corps Member Position Title: Food Pantry Coordinator

Supervisor: Caleb Wells

Days/Hours of Service:
M-F 8:00 am - 4:30 pm

Physical Location: 108 LSU Student Union, Baton Rouge, LA 70803

Organization Mission and/or Goals:
The mission of Campus Life is to enhance student learning through innovative initiatives focused on the tenets of Involvement, Leadership and Service that enrich the LSU Student experience. Our office supports various student organizations in their efforts to plan, promote and execute campus and community based involvement, leadership, service and activities based programs.

The mission of the LSU Food Pantry is to provide supplemental food to students in need who may experience hunger or food insecurity.

In addition to providing leadership, service and involvement opportunities for LSU Students, Campus Life also coordinates a choice-based pantry for students facing food insecurity. Open five days a week, the pantry is available to any currently enrolled student (or students with a class schedule for a subsequent semester during break periods). Students can utilize the pantry up to two times per week. The LSU Food Pantry is a member agency of the Greater Baton Rouge Food Bank.

Program Mission and/or Goals:
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Member Position Summary:

The Serve Louisiana Food Pantry Coordinator will coordinate the LSU Food Pantry, a resource for students facing food insecurity, and promote outreach programs that help further the mission of the LSU Food Pantry. This Coordinator will report to the Campus Life - Assistant Director, Leadership and Service. This position will also collaborate with other departments and offices on campus and in the community.

Member Impact

This Serve Louisiana member position is integral in the collection and distribution of food. Through the management of our volunteer systems, this position ensures that daily operations take place. They communicate directly with users on policy, volunteers on expectations and opportunities, and work daily with student staff to ensure that we can serve the LSU student community. The Food Pantry has increased the amount of food received from affiliates, moved into a larger operational space and reengaging with daily volunteers. Moving forward this member will work to build relationships with student organizations and departments to fill large blocks of the volunteer schedule. This member will serve as a leader of these initiatives to ensure that we advocate for our users and educate the LSU community about food insecurity.

Essential Functions of Position:

Volunteer Coordination

• Serve as the LSU Food Pantry point of contact for internal and external partners.
• Work with student assistants to weigh, stock, and report donations according to Greater Baton Rouge Food Bank guidelines.
• Support student leaders in recruiting and training student volunteers to staff the pantry.
• Assume responsibility for vacant volunteer shifts.
• Address food pantry shopper and volunteer concerns in an appropriate manner.
• Work with students assistants to maintain a clean and inviting environment inside and immediately surrounding the pantry.

Outreach

• Coordinate the collection of ongoing donations from community partners, such as Trader Joe’s, the Greater Baton Rouge Food Bank, Fat Boy’s Pizza, Rouses and Starbucks.
• Work with the Greater Baton Rouge Food Bank to secure additional partners.
• Present information about the LSU Food Pantry and food insecurity with student organizations, classes, campus departments, etc. Promote and coordinate food drives hosted by student organizations, campus departments and other entities.
• Work with the Campus Life team and other campus staff members to develop appropriate resources or access to Food Pantry resources.
• Serve as an integral member of the LSU Food Pantry Board of Directors; attending all Board of Directors meetings.

Other Activities
• Ensure the proper discard of spoiled food in appropriate locations according to LSU and Greater Baton Rouge Food Bank guidelines.
• Respond to the needs and requirements of the Greater Baton Rouge Food Bank in order to maintain in good standing as a member agency.
• Maintain accurate records and submit regular LSU Food Pantry reports to multiple stakeholders.
• Maintain the LSU Food Pantry email account and field questions and calls.

Skills, knowledge and trainings the corps members should expect to gain from this position
• Ability to effectively prioritize and manage a wide array of tasks, projects, and responsibilities
• Knowledgeable in basic computer applications such as word processing, spreadsheets, and Internet usage.
• Record keeping, organization and planning skills, with a strong attention to details.
• Strong oral and written communications.
• Ability to work well with a diverse group of students, staff and community members.
• Ability to work independently and as part of a team.

Ideal Candidate Qualifications

Required Knowledge, Skills, and Abilities:
• Ability to effectively prioritize and manage a wide array of tasks, projects, and responsibilities
• Knowledgeable in basic computer applications such as word processing, spreadsheets, and Internet usage.
• Record keeping, organization and planning skills, with a strong attention to details.
• Strong oral and written communications.
• Ability to work well with a diverse group of students, staff and community members.
• Ability to work independently and as part of a team.

Additional Requirements:
• This position requires a valid driver’s license, along with a driver’s history record and completion of an online, defensive driving course through LSU. Expenses for obtaining/maintaining a driver’s license and obtaining a driver’s history record are the responsibility of the coordinator.
• Ability to lift, without assistance, materials and boxes weighing up to 40 lbs. and reach and place materials on shelves up to six feet in height.

Required Transportation Requirements (ex: own vehicle or able bike to site)
This position requires a valid driver’s license, along with a driver’s history record and completion of an online, defensive driving course through LSU. Expenses for obtaining/maintaining a driver’s license and obtaining a driver’s history record are the responsibility of the coordinator. The LSU Campus Life office has access to a university vehicle for completing donation pickups. Team members would need reliable transportation to report to work but could utilize a bike or public transportation if they prefer. If a member chooses to drive to campus, they would be responsible for paying for their own parking permit.