



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description				
Northside Food Pantry Worker				
	Director of Food Services			
Reports to:	Coordinator of Northside Mission Ministry	Effective:	9/1/2026	
	Director of Mission	Updated:	9/2/2026	
Directly Supervises:		Status:	Part time	
		FLSA:	Non-Exempt	
Job Summary:				
Northside Food Pantry is looking for a part-time person for up to 3 Saturdays a month from 8:00 am – 1:00 pm. This person would work with staff and volunteers to assist with food pantry operations during our shopping shift. Duties would include stocking the shelves with food, assisting volunteers in their roles, performing volunteer roles if we are short of help, cleaning up and putting food away after shift is over. This person would need to have good communication skills, work well with staff and volunteers, be able to take direction easily, work independently and with others, be reliable and have genuine compassion for helping others.				
Essential Functions:				
• Assist in organizing and preparing the pantry for the Saturday shift. • Assist with all deliveries to ensure they are weighed, logged and items put in appropriate locations. • Help the Staff/Shift Leader to stock shelves, and fill volunteer roles where needed • Help maintain a clean, organized and functioning pantry. • Work with pantry team on end of shift cleanup and closing procedures.				
Minimum Qualifications:				
High School Degree Ability to work collaboratively and have excellent written and verbal communication skills				
Physical Qualifications:				
Must be able to stand for long periods and lift 30 lbs.				
Core Competencies:				

Hospitality: Generates a sense of hospitality by his/her/their very presence; communicates a sense of warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; 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.

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Compassion and Care: exudes a natural sense of care for the wellbeing 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.

Interpersonal Skills: Establishes good working relationships with others who are relevant to the completion of work; works well with people at all levels of the food pantry; builds appropriate rapport; considers the impact of his/her/their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

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.