

PANTRY NEEDS

WE are serving more families this year and our need for food, personal care, and household items is huge. Currently we have spent over \$55,000 on food purchases.

YOUR pantry donations go directly to our clients and we thank you for your kindness in sharing your resources.



OUR GREATEST NEEDS AT THIS TIME ARE:

FOOD NEEDS: Cereal, Cereal Bars, Granola Bars, Oatmeal, Pancake Mix, Pancake Syrup, Fruit Cups, Canned Peaches, Pears, Applesauce, Fruit Cocktail, & Mandarin Oranges, Canned Peas, Corn, & Green Beans, Canned Beans including Baked, Black, Chili, & Refried, Canned Meats (Chicken, Salmon, Sardines, Tuna, etc.), Rice or Pasta Sides, Ramen Noodles, Tuna & Hamburger Helper, Pasta, Mac & Cheese, Canned Pasta Sauce (not glass jars), Tomato Sauce, Diced Tomatoes, Canned Soup, Salsa, Box Potatoes, Crackers, Peanut Butter, Jelly/Jam, Brownie or Cake Mix, Condiments (Ketchup, Mustard, BBQ Sauce, Mayo, & Salad Dressings), Small Bottles Cooking Oil, and Microwave Popcorn.

BABY NEEDS: Baby Wipes, Diapers Size 1, 2, 5 & 6, & any size Pull Ups.

PERSONAL CARE PRODUCTS: Shampoo, Conditioner, Body Wash, Bar Soap, Toothpaste & Toothbrushes, Hand Sanitizer, Hand Soap, & Deodorant.

PAPER PRODUCTS: Toilet Paper, Facial Tissue and Paper Towels.

HOUSEHOLD PRODUCTS: Small Bottles of Liquid Dish Soap and Small Bottles of Laundry Detergent.

Your donations of food items and financial assistance is greatly needed and appreciated.

Thank you in advance for your help!

Project Hope Job Opening Part-time Pantry Specialist Needed

This individual will be responsible for processing pantry donations and inventory, assist clients, collect client data, as well as assist with office tasks and special projects.

Work Hours are Monday, Tuesday, Wednesday, and Friday 9 am-4 pm.

Skills and Qualifications:

- Active member of a Christian church.
- Able to lift and move up to 50 pounds, carry boxes, stand and walk for long periods of time.
- The capacity to work well with others; as well as relate sensitively and effectively with our staff, those who serve as volunteers, and our clients.
- Demonstrates positive abilities in the areas of organization skills, independent time management skills, effective communication skills, and leadership qualities.
- Ability to proficiently use a computer with Microsoft Word, Excel and the Microsoft Suite programs as well as knowledge and proficient use of the internet and social media.

Duties and Responsibilities:

- Supervises, processes, and organizes the intake of all food, household products, personal care items, and clothing donations including documentation on intake forms and stocking the shelves.
- Supervises the processing and distribution of food in the pantry.
- Maintain the appearance and function of the pantry area.
- Collects client data and interacts with pantry clients to facilitate a positive experience for the clients.
- Maintain food inventory records including completion of monthly inventory process.
- Records freezer and refrigerator temperatures and maintain logs.
- Answers phone calls and records phone messages.
- Develop and print pantry forms, fliers, and handouts.

Complete job description and job application form available on our website @ www.projecthopeomaha.org.